

TURNOVER FOLDER

POSITION: Electrician High Voltage Foreman WS10

REPORTS TO: General Foreman (Electrical)

MISSION: To insure that Maintenance to Elect. Dist. sys.
in the Base Maintenance Division is accomplished in a
timely manner with proper skill and workmanship.

FUNCTIONS: -Supervision of approximately 12 employees including
discipline, planning, scheduling, accounting for and
general direction of the workforce
-Provides various assortment of reports in a timely manner.
-Provides quality control to insure completion of jobs
with quality workmanship

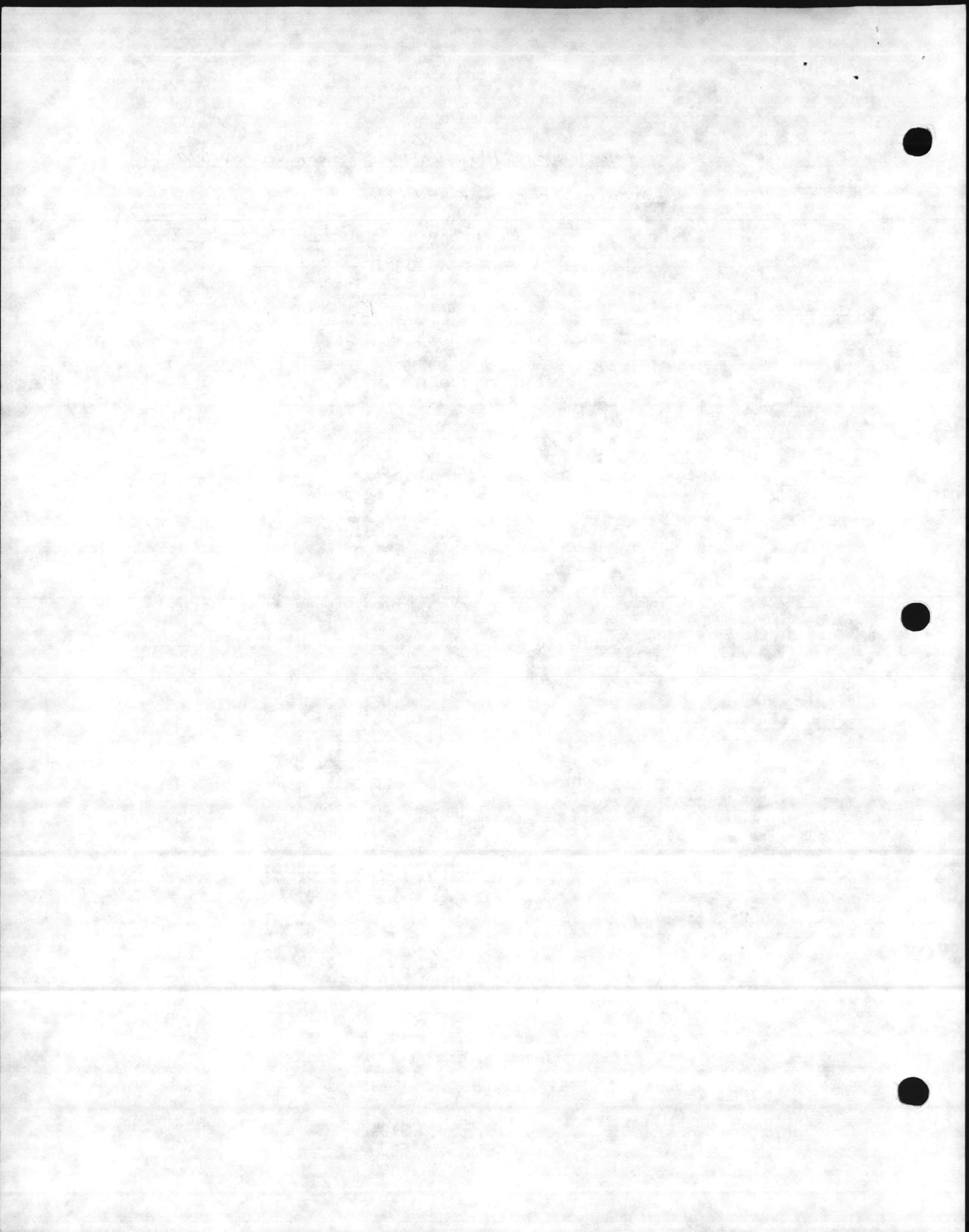
- TASKS AND BASIC OPERATIONS
1. Check employees in and out
 2. Maintain timecards and logs
 3. Maintain schedule, attend Scheduler's meeting
 4. Insure adequate availability of tools
 5. Insure proper control of tools
 6. Insure proper vehicle maintenance
 7. Requisition material as necessary
 8. Assign workload
 9. Visit job sites, thoroughly inspecting job sites
while work is in progress and after completion
 10. Coordinate with other shops
 11. Personnel Safety Program

<u>PERTINENT ORDERS AND DIRECTIVES</u>	MO P3141.1H	BO 12451.1H
	MO 4400.1	BO 12594.2C
	MO P4400.2	BO 12610.1H
	MO P4790.1A	BO 12713.6C
	MO P5100.1B	BO 12752.1
	MO 6260.1	BO 12630.1G
	MO P4700.1	BO 12790.4D
	MO 12550.1	BO 12000.2D
	BO 7420,2D	BO 12532.2B
	BO 12532.1R	BO 12792.1C
	BO 12430.1M	BO 12810.1

- REPORTS REQUIRED
1. Weekly Work Schedule
 2. Truck Report
 3. Daily Dispatching of Vehicles
 4. Morning/Operation Report
 5. Accident Report Form

PERSONAL CONTACTS

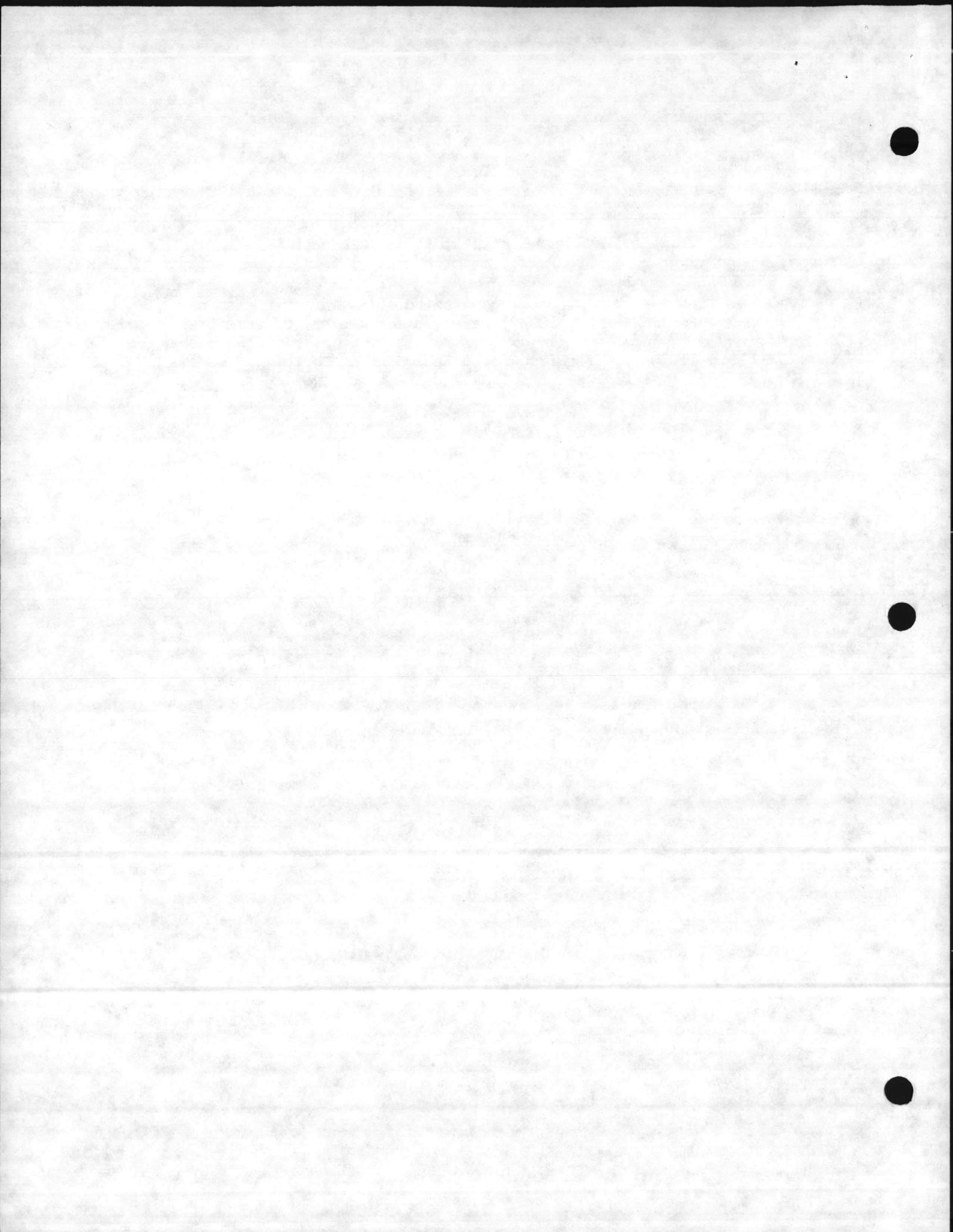
Shop Planners.....	5418
Inspection Branch.....	5202
P&E Section.....	5809
Property Office.....	5300



Administrative Office.....	3722
Industrial Health Nurse.....	2181
Mobile Equipment Dispatcher.....	3939
Maintenance and Repair Branch Office.....	5855
Base Safety.....	3891
Civilian Payroll.....	5498

MISCELLANEOUS FORMS

1. CA-1 required for when employee goes to Building 15 for treatment.
2. Dispensary Permit (OPNAV 5100/9) required for medical treatment at Building 15
3. MCBCL Form 11014/11 - required for deletion/addendum to work orders
4. Form 11014/2, material requisitions and BPA request.



DESK TOP PROCEDURES

POSITION:

Electrician High Voltage Foreman WS10

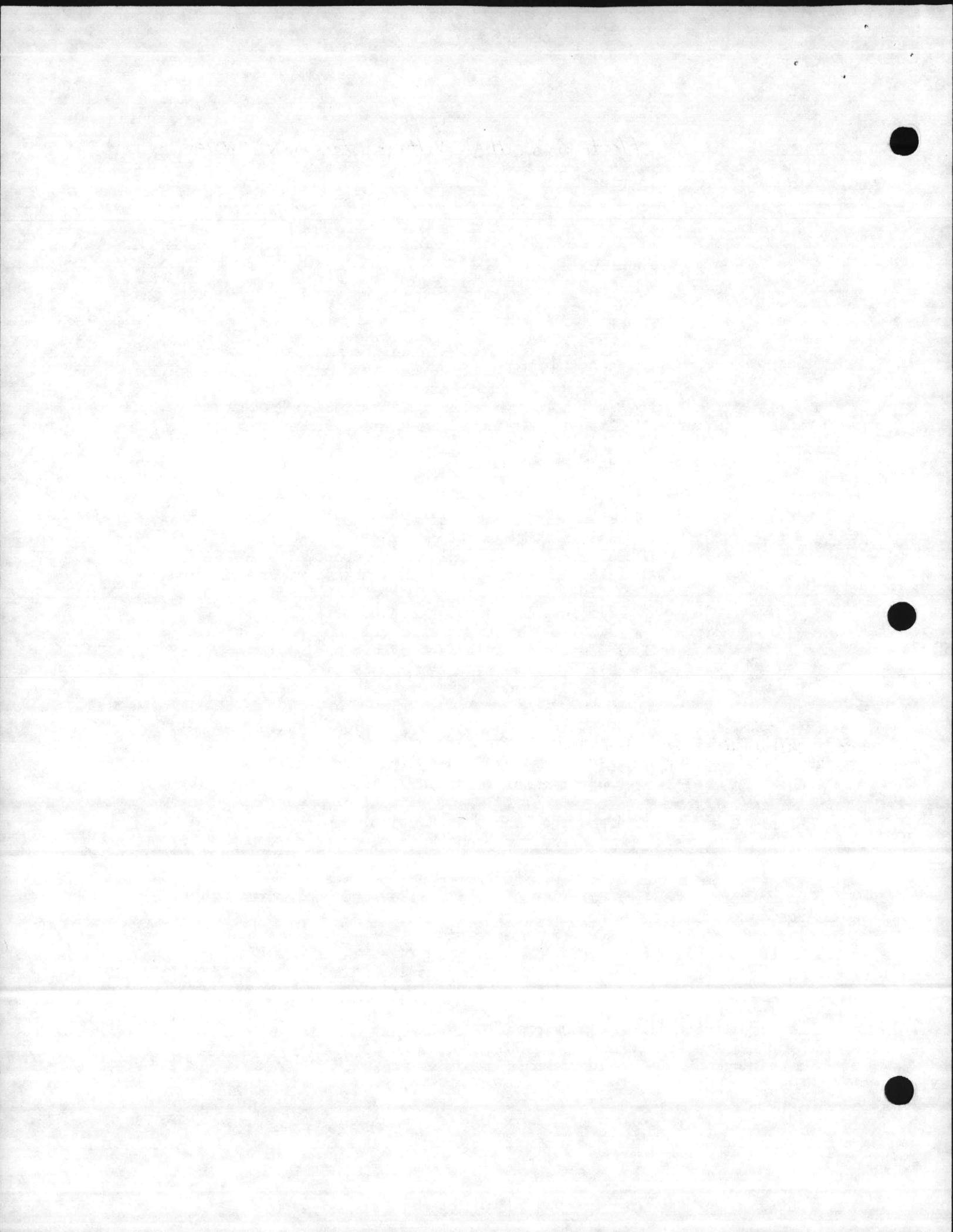
REFERENCES:

Incumbent should be thoroughly familiar with all Base Orders, in particular those pertaining to civilian personnel. The following orders are particularly relevant to this position:

MD P3141.1H Destructive Weather Plan
MD 4400.1 Procedures for Garrison Property/Equip and Plant Account Equip Control/Account.
MD P4400.2 SOP for Main. Material Management
MD P4790.1A SOP for Maintenance Management
MD P5100.1B Maintenance Safety Program
MD 6260.1 SOP for Respiratory Protection
MD P7400.1 Time & Labor Distribution Procedures
MD 12550.1 Personnel Management Procedures
BO 7420.2D Timekeeping and Labor Distribution
BO 12532.1R Schedule of Wages for Trades/Labor Occupations
BO 12430.1M Performance Appraisals/Ratings
BO 12451.1H Civilian Performance Awards
BO 12594.2C Uniforms and Handtools
BO 12610.1H Hours of Work
BO 12713.6C Equal Employment Opportunity
BO 12752.1 Discipline, Conduct and Adverse Actions
BO 12630.1G Absence and Leave
BO 12790.4D Dependent's Aid Association
BO 12000.2D Civilian Personnel Management Program
BO 12532.2B Federal Wage System
BO 12792.1C Medical Exam and Services
BO 12810.1 Federal Employees Compensation Program

DAILY PROCEDURES:

0. *Call Utilities Sec. to report in 0730*
1. Normal work hours are 0800 to 1630, Monday through Friday.
2. Check in employees reporting for work.
3. Assign work order to personnel.
4. Complete and turn in Morning Report to Section Head.
5. Pull timecards from timecard rack, check/complete cards and put in desk drawer.
6. Complete labor distribution cards for preceeding day.
7. Check work schedule, order material and make pending reports, correspondence, answers messages, etc.
8. Inspect jobsites to see work progression.
9. Lunch 1200-1230
10. Assign afternoon work orders to employees who have completed morning assignments.
11. Complete Daily Time Record.
12. Check job sites to see work progression.
13. Normally, return to shop by 1500. Plan work for the following day and coordinate work with other shops as appropriate.



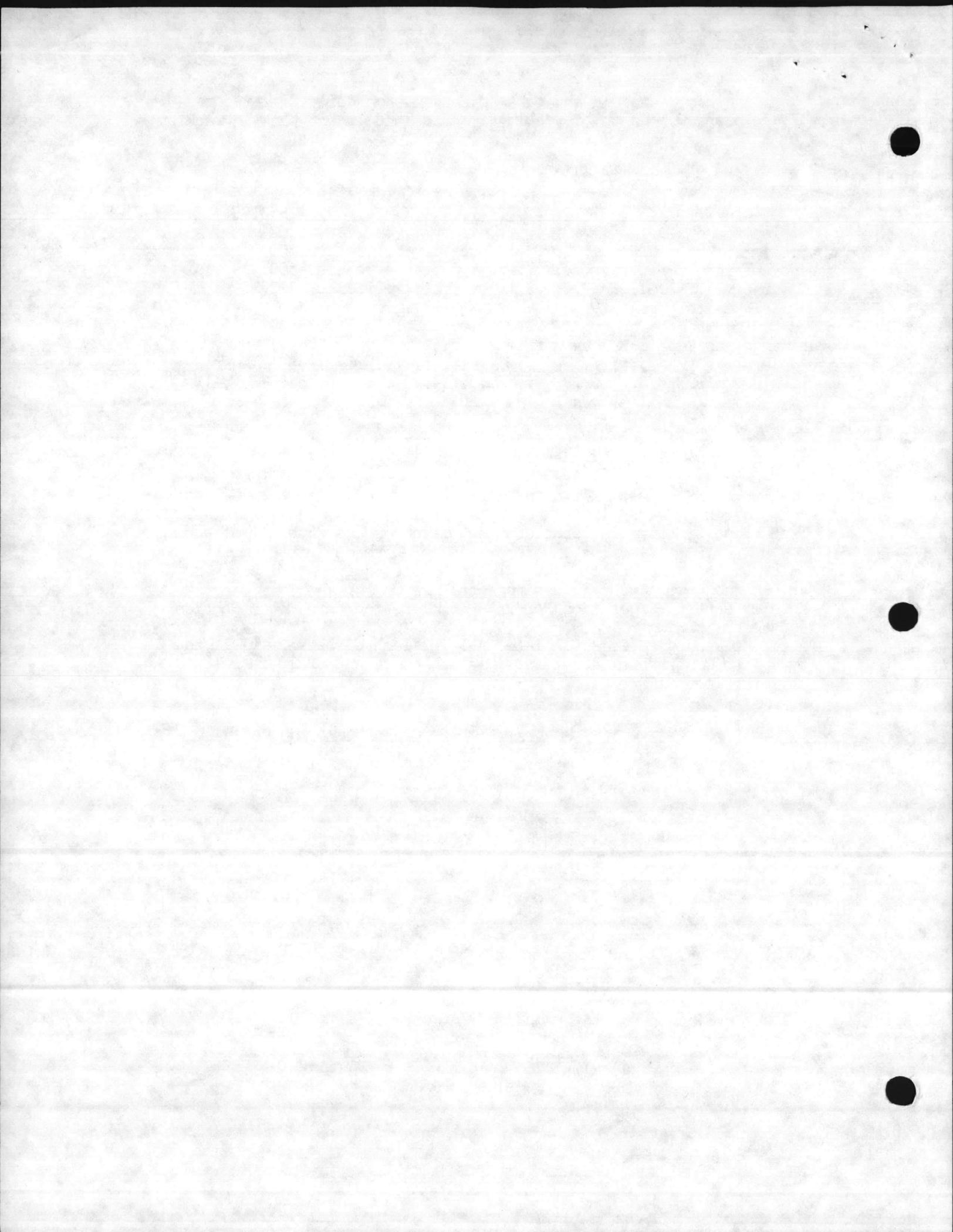
- 14. Complete work schedule and make adjustments on daily time record.
- 15. Place hours worked on bi-weekly timecards and insert back in rack by 1615.

CONTACTS:

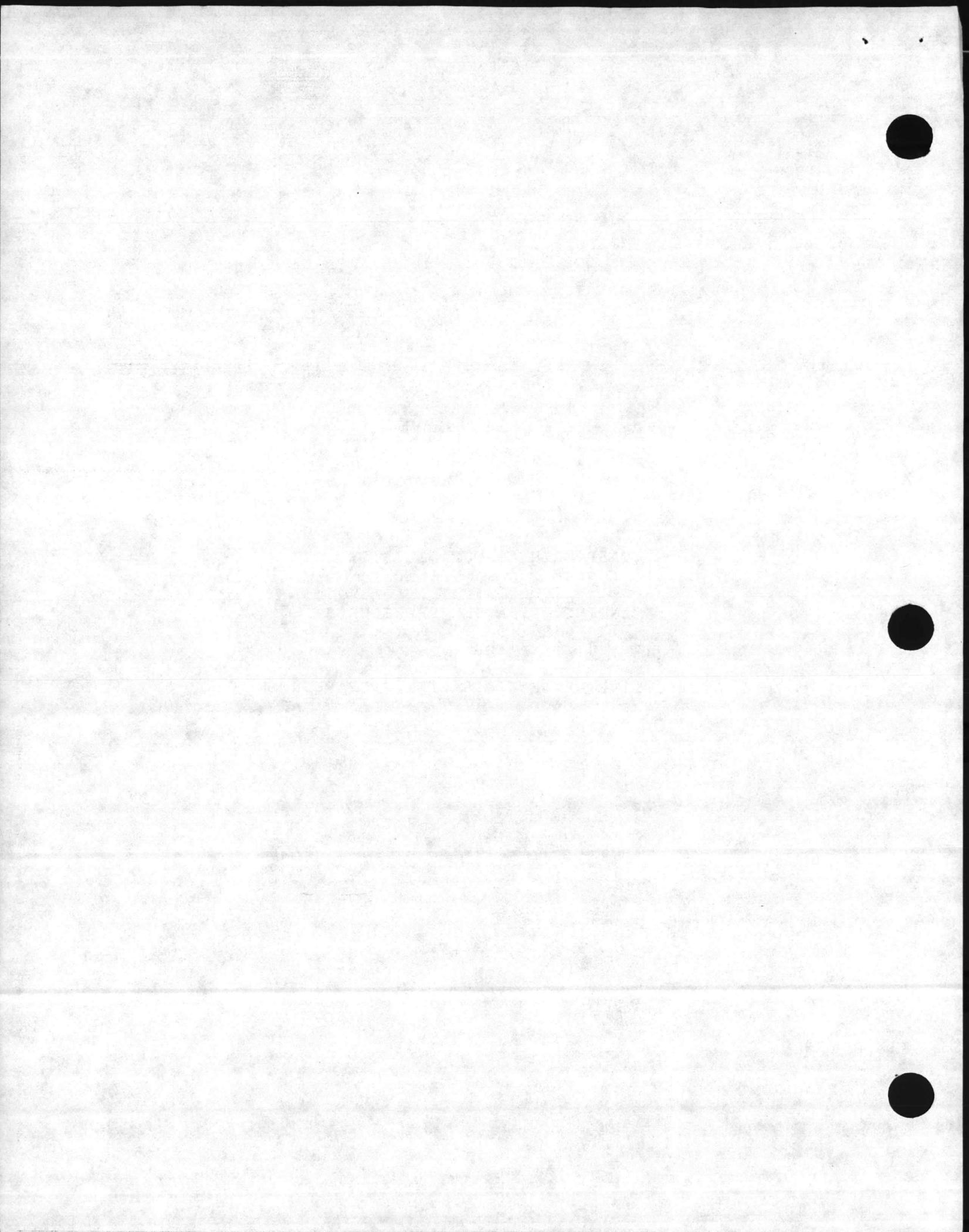
Shop Planners.....	5418/3109
Inspection Branch.....	5202
P&E Section.....	5809
Property Office.....	5300
Administrative Office.....	3722
Industrial Health Nurse.....	2181
Mobile Equipment Dispatcher.....	3939
Maintenance and Repair Branch office.....	5855
Base Safety.....	3891
Civilian Payroll.....	5498

REPORTS REQUIRED:

- 1. Weekly Work Schedule - Turn in on Friday morning by 1000 to General Foreman.
- 2. Truck Report - Turn in to Accounting Office on the 25th day of each month. Cut-off date for the report is the 25th day of the month.
- 3. Daily Dispatching Report - Turn in to Mobile Equipment Dispatcher each morning with vehicle assignments.
- 4. Morning Reports (Operation Report), complete and turn in to Section Head each morning.
- 5. Accident Report Forms - Complete CA-1 for each dispensary visit and turn into M&R Branch Secretary. Mishap Report and 12810 in cases of lost time.



BASE MAINTENANCE DIVISION
STANDING OPERATING PROCEDURES
FOR
DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS



BASE MAINTENANCE DIVISION

SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
SECTION I		
DEFINITIONS OF STORM/DESTRUCTIVE WEATHER CONDITIONS		
GENERAL	1000	1-1
STORM SYSTEMS	1001	1-1
Local Storm Systems	1001.1	1-1
Local Storm Conditions	1001.2	1-1
DESTRUCTIVE WEATHER CONDITIONS	1002	1-2
Major Storm Systems	1002.1	1-2
Major Storm Conditions	1002.2	1-2
Snowstorm and Icestorm Conditions	1002.3	1-3
SECTION II		
OPERATING PROCEDURES - OPERATIONS BRANCH		
GENERAL	2000	2-1
PROCEDURES	2001	2-1
Condition IV	2001.1	2-1
Condition III	2001.2	2-1
Condition II	2001.3	2-2
All Clear	2001.4	2-2
SECTION III		
OPERATING PROCEDURES - UTILITIES BRANCH		
GENERAL	3000	3-1
GENERAL INSTRUCTIONS - ALL PLANTS	3001	3-1
Condition IV	3001.1	3-1
Condition III	3001.2	3-1
Condition II	3001.3	3-1

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

	<u>Paragraph</u>	<u>Page</u>
Condition I	3001.4	3-1
All Clear	3001.5	3-2
WATER TREATMENT	3002	3-2
Condition III	3002.1	3-2
Condition II	3002.2	3-2
Condition I	3002.3	3-2
All Clear	3002.4	3-2
STEAM GENERATION	3003	3-3
Condition III	3003.1	3-3
Condition II	3003.2	3-3
Condition I	3003.3	3-3
All Clear	3003.4	3-4
STEAM DISTRIBUTION	3004	3-4
Condition III	3004.1	3-4
Condition II	3004.2	3-4
Condition I	3004.3	3-5
All Clear	3004.4	3-5
SEWAGE TREATMENT	3005	3-5
Condition III	3005.1	3-5
Condition II	3005.2	3-5
Condition I	3005.3	3-5
All Clear	3005.4	3-5
ELECTRICAL DISTRIBUTION	3006	3-6
Condition III	3006.1	3-6
Condition II	3006.2	3-6

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

	<u>Paragraph</u>	<u>Page</u>
Condition I	3006.3	3-6
All Clear	3006.4	3-7
OUTSIDE PLUMBING	3007	3-7
Condition III	3007.1	3-7
Condition II	3007.2	3-7
Condition I	3007.3	3-7
All Clear	3007.4	3-7

SECTION IV
OPERATING PROCEDURES - M & R BRANCH

GENERAL	4000	4-1
PROCEDURES	4001	4-1
Condition IV	4001.1	4-1
Condition III	4001.2	4-1
Condition II	4001.3	4-2
Condition I	4001.4	4-3
All Clear	4001.5	4-3

SECTION V
OPERATING PROCEDURES - ADMINISTRATIVE BRANCH

GENERAL	5000	5-1
PROCEDURES	5001	5-1
Condition III	5001.1	5-1
Condition II	5001.2	5-1
PERSONNEL REQUIREMENTS	5002	5-1
EQUIPMENT REQUIREMENTS	5003	5-2

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

	<u>Paragraph</u>	<u>Page</u>
SECTION VI		
SPECIAL INSTRUCTIONS - NIGHT FOREMAN/DUTY NCO		
GENERAL	6000	6-1
SPECIAL INSTRUCTIONS	6001	6-1
Condition IV	6001.1	6-1
Condition III	6001.2	6-1
Condition II	6001.3	6-1

SECTION VII		
OPERATION OF THE DAMAGE CONTROL AND RECOVERY CENTER		
GENERAL	7000	7-1
RESPONSIBILITY	7001	7-1
STAFFING	7002	7-1
LOCATION	7003	7-1
PROCEDURES	7004	7-1
Condition II	7004.1	7-1
Condition I	7004.2	7-2

APPENDIX:

- A REPORTS
- B ASSIGNMENT OF ESSENTIAL PERSONNEL
- C COMMUNICATIONS
- D EMERGENCY POWER PLAN
- E SNOW REMOVAL PLAN

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION I
DEFINITIONS OF STORM/DESTRUCTIVE WEATHER CONDITIONS

1000. GENERAL

1. Storms are a potential and continuous threat to Marine Corps Base property and facilities. Adequate and timely warning, coupled with prompt and effective actions by Base Maintenance personnel will minimize loss of life and damage to the installation resulting from destructive weather conditions.

1001. STORM SYSTEMS

1. Local Storm Systems. Storms of this category generally affect localized areas and are usually short in duration.

a. Local wind warnings. A local wind warning is issued when potentially hazardous winds - between 20 to 33 knots - are anticipated. Recreational activities may warrant special precaution.

b. Small craft warnings. A term used by the U. S. Navy and the U. S. Weather Bureau to describe wind speeds of 18 to 33 knots over coastal areas and inland waters only. As the name implies, this warning is intended to alert operators of small craft to take appropriate precautions to avoid damage to craft or injury to personnel.

c. Gale warnings. Winds are steady and of sufficient force to cause heavy turbulence and high seas. Winds are between 34 and 47 knots. This is primarily for marine interest.

d. Storm warnings. Storms made up of low pressure systems other than tropical origin, with winds of 48 knots or greater.

e. Thunderstorms. Thunderstorms are small scale storms invariably produced by cumulonimbus clouds accompanied by lightning and thunder. These storms may develop within sight and not have a destructive appearance until shortly before passing overhead. Often, hail is associated with thunderstorms. Thunderstorms may produce high winds with gusts greater than 40 knots. Lightning strikes are common in addition to torrential rainfall and low visibility.

f. Tornadoes. A tornado is defined as a violently rotating column of air generally spawned from thunderstorm clouds and touching the ground. Maximum winds created by tornadoes may exceed 130 knots. (Note: Winds associated with tornadoes have been estimated to be 100 knots to more than 250 knots.)

2. Local Storm Conditions. Storm condition settings for localized destructive weather.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

- a. Local Storm Warning Condition II.
 - (1) Localized storm conditions are expected within six hours.
 - (2) Warn all personnel concerned.
 - (3) Take precautionary measures which will permit the unit to be secured on short notice as warranted by severity or type of storm.
 - (4) Secure or properly stow all loose gear.

- b. Local Storm Warning Condition I.
 - (1) Localized storm conditions are imminent or in progress.
 - (2) Local Storm Warning Condition I may be upgraded to a major storm condition warning if the situation dictates.

1002. DESTRUCTIVE WEATHER CONDITIONS.

1. Major Storm Systems. Storms of this type generally affect a wide area and have a life expectancy of days rather than hours.

- a. Tropical Depression. Weather associated with a tropical cyclone system with wind speeds up to 33 knots (38 mph).

- b. Tropical Storm. Weather associated with a tropical cyclone system with wind speeds between 34-63 knots (39-72 mph).

- c. Hurricane. A tropical cyclone associated with high winds, 64 knots (74 mph) or greater and torrential rain.

- d. Snowstorm. A snow fall with an accumulation of two or more inches of snow which may be preceded by freezing rain and/or sleet.

2. Major Storm Conditions.

- a. Destructive Weather Condition IV. A destructive weather system of the type specifically identified in the warning has formed and, current and projected development indicates the possibility that winds of destructive force, could occur at MCB Camp Lejeune within 72 hours.

- b. Destructive Weather Condition III. A destructive weather system of the type specifically identified in the warning has formed and, current and projected development indicates the possibility that winds of destructive force, could occur at MCB

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

Camp Lejeune within 48 hours.

c. Destructive Weather Condition II. A destructive weather system of the type specifically identified in the warning has formed and, current and projected development indicates the possibility that winds of destructive force, could occur at MCB Camp Lejeune within 24 hours.

d. Destructive Weather Condition I. A destructive weather system of the type specifically identified in the warning has formed and, current and projected development indicates the possibility that winds of destructive force, could occur at MCB Camp Lejeune within 12 hours.

e. Destructive Weather Condition IE (EMERGENCY). Because a destructive weather system specifically identified in the warning is passing over the area, destructive winds, including gusts, of 48 knots (55 mph) or greater are in progress.

f. Destructive Condition V (All Clear). This condition of readiness is automatically established between 1 June and 30 November. The potential for the occurrence of destructive weather is elevated; but, no specific system with the potential to threaten the MCB Camp Lejeune area has developed. This condition will also be set to indicate the storm has passed, clean-up operations should be completed, and resume normal operations. This condition will be used to secure from the threat of a storm which has not passed over the Base and resume normal operations while maintaining seasonal conditions of readiness.

g. Cautionary Note. Tropical storms and hurricane conditions are issued separately and distinctly from one another based solely upon current and forecast storm intensity as measured by wind speed. For example, Destructive Weather Condition II may be set when the tropical cyclone is Tropical Storm strength (34 to 63 knots). The estimated winds annotated on the warning would be based on the current intensity of the Tropical Storm. It should be noted that an intense maturing tropical storm may very easily intensify to hurricane strength. Therefore, precautions taken for tropical systems should always be based on hurricane force winds..

3. Snowstorm and Icestorm Conditions. Snowstorms and icestorms present a threat of damage and the disruption of normal operations. Because of the peculiarity of snowstorms and/or icestorm development in this area, a separate and distinct set of storm conditions apply to snowstorms and icestorms. The following conditions of readiness for snowstorms and/or icestorms are prescribed.

a. Snowstorm/Icestorm Condition IV. Secure from snowstorm

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

and/or icestorm condition. Threat of storm has passed. Resume normal operations.

b. Snowstorm/Icestorm Condition III. Heavy snowstorm or icestorm is anticipated within 24 hours.

c. Snowstorm/Icestorm Condition II. Heavy snowstorm or icestorm is anticipated within 12 hours.

d. Snowstorm/Icestorm Condition I. Heavy snowstorm or icestorm is imminent.

e. Icestorm. Freezing rain with an accumulation of one-half of an inch or more of ice.

f. Light to Moderate Snow Warnings. The accumulation of less than two inches of snow is forecast, not requiring the setting of a snowstorm condition.

g. Light to Moderate Ice Warning. The accumulation of less than one-half inch of ice upon exposed surfaces is forecast, not requiring the setting of an icestorm condition.

h. Hard Freeze Warning. Temperature is forecast to drop below 20 degrees Fahrenheit or remain below 32 degrees Fahrenheit for more than 24 hours.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION II
OPERATING PROCEDURES - OPERATIONS BRANCH

2000. GENERAL. To meet the threat of destructive weather, snow storm or disaster, the following instructions will govern the actions of personnel in the Operations Branch.

2001. PROCEDURES.

1. Condition IV.

- a. Review all pertinent orders and directives.
- b. Liaison with the Assistant Chief of Staff, Facilities regarding the availability of personnel and engineer equipment support from II MEF, 2nd MarDiv, 2nd FSSG, 6th MEB, MCAS and 2d SRI.
- c. Review essential personnel requirements contained in Appendix B and update as required.
- d. Ensure that equipment required to man the Disaster Control and Recovery Center (DCRC) are on hand.

2. Condition III.

- a. Test all DCRC communications systems. See Appendix C.
- b. Prepare and issue specific job orders for destructive weather or snow preparation in the following areas:
 - (1) Housing (obtain from the Family Housing Division a list of vacant quarters to be secured).
 - (2) General preparation of all other areas.
- c. Identify and assign essential personnel requirements necessary to activate and man the Damage Control and Recovery Center.
- d. Have fuel cards available for use.
- e. Position military and civilian fuel trucks and one refueler at the Base Fuel Farm for refueling engineer equipment.
- f. Obtain one mobile radio from Environmental Management Division for use in the DCRC.
- g. Prepare to establish the DCRC upon order of the AC/S Facilities or upon notification of Condition II.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

h. Coordinate the placement of emergency generators per Appendix D.

i. Coordinate with the AC/S Facilities as to base and tenant commands' engineer equipment and operator assets to include the designation of an equipment staging area.

j. Ensure temporary billeting is available nearby for supporting personnel.

3. Condition II. Activate the Damage Control and Recovery Center. Procedures are contained in Section VII.

4. All Clear.

a. Coordinate the preparation of damage reports and after action reports. See Appendix A.

b. Secure the DCRC upon direction of the AC/S Facilities.

c. Planning and Estimating Section make reports. Inspection of areas to determine extent of damage and provide estimated cost.

d. Issue necessary job orders/tickets for restoration and repair.

e. Direct and coordinate clean up and recovery operations for maintenance forces and area commanders.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION III
OPERATING PROCEDURES - UTILITIES BRANCH

3000. GENERAL. In the event of destructive weather or heavy snowfall, the instructions noted below will govern the actions of personnel in the Utilities Branch.

3001. GENERAL INSTRUCTIONS - ALL PLANTS.

1. Condition IV. Continue routine operations.

2. Condition III.

a. Check all plant doors and windows for proper fastenings. Store all movable property inside the plants. Tie down any materials which cannot be moved inside.

b. Review call back lists of essential personnel as noted in Appendix B and update as required. Forward updated lists to the Operations Officer, Operations Branch.

c. Coordinate requirements for 4-wheel drive vehicle with the Maintenance and Repair Branch.

3. Condition II.

a. Establish communication with the Damage Control and Recovery Center (DCRC) and report personnel on duty and plant status.

b. Initiate call back of essential personnel. Retain all personnel going off shift.

c. At the onset of heavy rainfall, dispatch four men, each in separate vehicles, to observe all steam tunnels and determine whether or not the storm sewers are properly discharging the flood water. Essential personnel designated by proper authority stand by at assigned duty stations per Appendix B of this SOP.

d. Continue with preparations not completed under Condition III.

e. Notify immediate supervisor and the DCRC when preparations are complete.

4. Condition I.

a. Remain on the job until properly relieved.

b. Remain within plant or station unless outside travel is necessary.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

c. Make every effort which can be safely made to protect the plant and plant property.

5. All Clear. Clean up plant debris, check for plant damage and be prepared to assist supervisors in preparing damage estimates.

3002. WATER TREATMENT.

1. Condition III.

a. Make provisions for emergency rations and cots for fourteen personnel for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.

b. Prepare Onslow Beach water tank and water plant to withstand storm conditions and evaluate area --- preparation to include closing the main distribution valve at the water tank (destructive weather only).

c. Fill fuel tanks on all vehicles and welding machines.

d. Securing of the Onslow Beach water plant will be coordinated with the Steam Generation General Foreman or Operations Foreman.

2. Condition II.

a. Check all auxiliary motors under load and make required repairs.

b. Raise and maintain storage facility levels to provide for maximum water storage.

c. Prepare the Rifle Range and Courthouse Bay water tanks and water plants to withstand storm conditions and evacuate the area. Preparation to include closing the main distribution valves upon direction of the Utilities Systems General Foreman.

d. Securing of Courthouse Bay and Rifle Range water plants will be coordinated with the Utilities General Foreman or the Utilities Director. After securing the plants, the Courthouse Bay operator will report to the Hadnot Point water plant, Bldg 20, and the Rifle Range operator will report to the MCAS water plant, Bldg AS-110.

3. Condition I. Upon power failure, switch to auxiliary motors and continue to operate.

4. All Clear.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

a. Continue operating auxiliary pumps until power is resumed, then switch to electrical operation.

b. Prepare auxiliary motors for future use.

3003. STEAM GENERATION.

1. Condition III.

a. Make provisions for emergency rations and cots for 20 personnel for one day. Raise fuel storage levels to maximum. Fill fuel tanks on all vehicles and welding machines.

b. Prepare Onslow Beach plant to withstand storm conditions and evacuate.

c. Notify Utilities Branch office if header valves to any area have to be closed in Building 1700.

2. Condition II.

a. Draw emergency rations and cots from the DCRC.

b. When destructive winds are expected within 18 hours, secure RR-15 and BB-9 and start cool down procedures at these plants. When these plants are in a safe condition to secure and evacuate, the operators at these plants will call the water treatment plants in their respective areas and inform them they are secured and will need no more water. The operators will then call Building 1700 and inform the supervisor in charge that they are ready to evacuate their plants. The operator at RR-15 will report to Building AS-4151 to assist the operator in shutting down that plant. The operator of BB-9 will report to Building 1700 to assist in shutdown there.

c. Start securing Building 1700 in anticipation of shutdown.

3. Condition I.

a. When it appears destructive winds are expected within six hours, all personnel at Building 1700, who are on standby or not essential to plant shutdown, will evacuate to Building 1202. Remaining personnel will complete shutdown until the plant is in a safe condition to evacuate. At this time the plant's main transformers on ground level will be disengaged. Remaining personnel will evacuate to Building 1202 as conditions warrant.

b. Secure AS-4151, G-650, M-625, M-230 and PP-2615. The operators at these plants will cool the plants down to where they are safe to secure and evacuate (approximately four to six hours). Operators will notify the supervisor at Building 1700

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

when these preparations have been completed and they are ready to evacuate the plants. The operators at AS-4151 and G-650 will report to the MCAS water treatment plant, Bldg AS-110 and remain there until "All Clear" is announced. The operator at M-625 will report to the Camp Johnson sewage plant and remain there until "All Clear" is announced. The operator at PP-2615 will report to Building 1700.

4. All Clear.

a. On order only, resume firing when electrical service, either main power supply or emergency generator power, is available.

b. Prepare all plant equipment for regular continuous operation.

c. Assess damage and prepare after action reports as required by Appendix A.

3004. STEAM DISTRIBUTION.

1. Condition III.

a. Make provisions for emergency rations and cots for eight personnel for one day.

b. Fuel up all vehicles, compressors, welders and pumps. Obtain spare parts for pumps.

c. Check the following designated hurricane equipment for serviceability and availability.

- 2 ea - Marlow "Mud Hog" pumps
- 2 ea - Chrysler 6" pumps
- 2 ea - Westinghouse air pumps
- 1 ea - Gas driven generator with floodlights
- 1 ea - Air compressor

2. Condition II.

a. Draw emergency rations and cots from the DCRC.

b. Place one 6" Chrysler pump in operation at the low point in the steam tunnel at Building 1. Place one 6" Chrysler pump at the low point in the steam tunnel at the corner of West Road and Elm Street.

c. If it becomes apparent that the water level will touch the pipes at any point within one hour, on approval from the Base Maintenance Officer, the duty supervisor in the Steam Distribu-

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

tion Unit will dispatch a crew to shut off the main steam valve at the Central Heating Plant that isolates that line. Prior to cutting of the steam, the DCRC will be notified.

d. Provide assistance in securing buildings and facilities at Onslow Beach as requested by the Area Commander or Base Special Services Officer.

e. Be prepared to react to broken or frozen steam condensate lines during snow conditions.

3. Condition I.

a. Operate pumps in the steam distribution tunnels and perform emergency work as directed.

b. Maintain mobile communications with the DCRC. Be prepared to evacuate to secure areas when directed.

4. All Clear. Assess damage and report to the DCRC.

3005. SEWAGE TREATMENT.

1. Condition III.

a. Make provisions for emergency rations and cots for 15 personnel for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.

b. Check and prepare all lift stations for hurricane conditions. Prepare Onslow Beach facilities to run on generator power and evacuate.

2. Condition II.

a. Check all auxiliary motors under load and make required repairs. Fill fuel tanks on all vehicles and welding machines.

b. Prepare Courthouse Bay and Rifle Range sewage facilities to run on generator power and evacuate. After the plants are prepared for evacuation, the Courthouse Bay operator will report to the Hadnot Point Wastewater Plant, Bldg 22, and the Rifle Range operator will report to the Camp Geiger Wastewater Plant, Bldg TC-563.

3. Condition I. Upon power failure, switch to auxiliary motors and continue to operate.

4. All Clear.

a. Continue operating auxiliary pumps until power is re-

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

sumed; then switch to electrical operation.

- b. Prepare auxiliary motors for future use.

3006. ELECTRICAL DISTRIBUTION (HV).

1. Condition III.

- a. Make provisions for emergency rations and cots for 10 personnel for one day.
- b. Fuel up all trucks and stock vehicles with material as required.
- c. Secure foul weather gear as required.
- d. Assist Shop 51 with emergency generator hookups as required.

2. Condition II.

- a. Draw emergency rations and cots from the DCRC.
- b. Assist Shop 51 with additional generator hookups as required.
- c. Set up floodlight trailer and generator at Building 1202.
- d. Establish and maintain communications with the DCRC.
- e. Secure power to Onslow Beach upon approval of the Base Maintenance Officer.
- f. During snowstorm/icestorm conditions, park one bucket truck and one line truck inside the building.

3. Condition I.

- a. Report to the immediate supervisor and the DCRC the completion of preparations and location of designated duty personnel.
- b. Make repairs to damaged power lines. Cut off power to broken lines which would start fires or endanger personnel as conditions permit.
- c. Provide emergency maintenance and essential services as directed by the DCRC, and as conditions permit.
- b. Maintain mobile communications with the DCRC. Be prepared to evacuate to secure areas when directed.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

4. All Clear.

- a. Continue repairs to damaged power lines.
- b. Assess damage and provide input to the Utilities Director.

3007. OUTSIDE PLUMBING.

1. Condition III.

- a. Make provisions for emergency rations and cots for nine personnel for one day.
- b. Fill fuel tanks on all vehicles including backhoe and obtain spare gas for pumps, generators, etc.

2. Condition II.

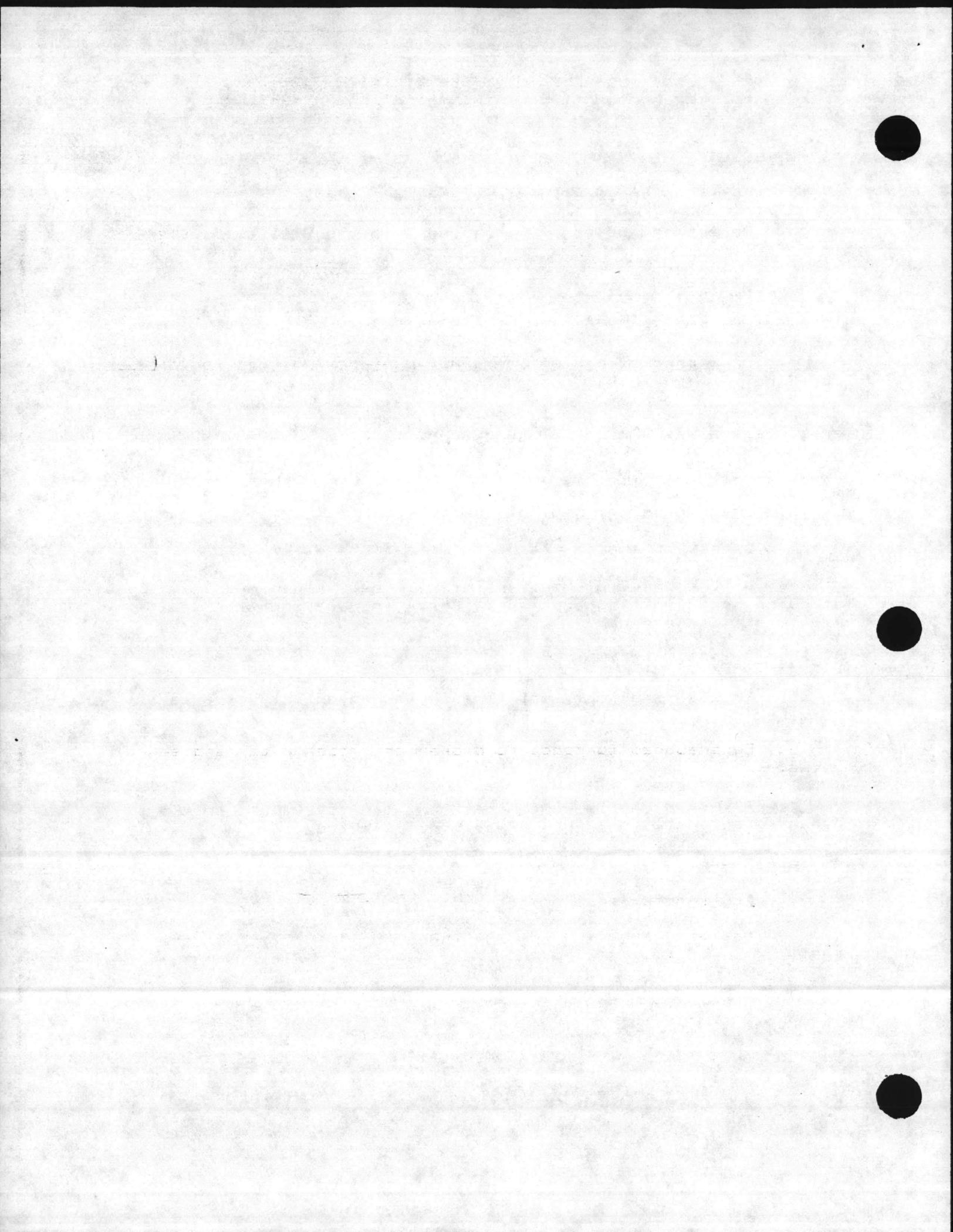
- a. Draw emergency rations from the DCRC.
- b. Establish and maintain communications with the DCRC.
- c. At the onset of heavy rainfall, check sewer mains for stoppage and clear as necessary. Check for leaking water mains and repair as necessary.

3. Condition I.

- a. Provide emergency maintenance and essential services as required.
- b. Be prepared to react to broken or frozen water and sewer mains.
- c. Maintain mobile communications with the DCRC. Be prepared to evacuate to secure areas when directed.

4. All Clear.

- a. Continue cleanup operations.
- b. Assess damage and provide input to the Utilities Director.



EASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION IV
OPERATING PROCEDURES - MAINTENANCE & REPAIR BRANCH

4000. GENERAL. To meet the threat of destructive weather, snowstorm or disaster, the following instructions will govern the activities of personnel in the Maintenance & Repair Branch.

4001. PROCEDURES.

1. Condition IV.

- a. Review all pertinent orders and directives.
- b. Liaison with section supervisors regarding the status and availability of personnel and equipment to meet each section's responsibility.
- c. Review essential personnel requirements contained in Appendix B and update as required.
- d. Supervisors will be advised in order to plan any initial precautionary measures for protection of buildings, equipment and personnel.
- e. Continue normal operations, anticipate later weather bulletins and prepare to receive instructions as weather conditions deteriorate.

2. Condition III.

- a. Prepare non-emergency activities to secure on short notice.
- b. Prepare to evacuate personnel and materials from low lying or dangerous locations.
- c. Secure all equipment and loose materials which are likely to be dangerous as flying debris.
- d. Submit a request to the Property Officer for foul weather gear.
- e. Plan for and inquire into the availability of needed communication and transportation requirements to include 4-wheel drive vehicles. Snow removal or sanding equipment should be readied for use as required.
- f. Check all shop doors and windows for proper fastenings. Store all movable property inside the shops, tie down objects which cannot be moved inside.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

g. Coordinate with immediate supervisor to prepare contingency lists of duty personnel to man the Disaster Control and Recovery Center (DCRC) Teams. Lists will be consolidated by the Director, Maintenance & Repair Branch and provided to the Operations Officer, Operations Branch for use in the DCRC. See Appendix B for essential personnel requirements.

h. Complete plans for initiation of actions required for Condition II and I on short notice. Notify immediate supervisor when preparations are complete.

i. Complete preliminary preparations to provide emergency power for essential services outlined in Appendix D.

j. For snowstorm/icestorm operations, stage sanding trucks, graders and sand as outlined in Appendix E.

k. Provide radios for snow vehicles.

l. Continue normal operations unless otherwise directed.

m. Fuel vehicles and have fuel cards available for use.

3. Condition II.

a. Assist in activating the DCRC. Procedures are contained in Section VII.

b. Evacuate personnel from dangerous locations and secure non-emergency activities when directed by the DCRC.

c. Draw emergency rations and foul weather gear from the Base Maintenance Property officer.

d. Essential personnel designated by proper authority stand-by at assigned duty stations. (During non-duty hours, coordinate with the DCRC or Night Duty Foreman/NCO to ensure recall of designated essential personnel.)

e. Notify immediate supervisors when all precautionary measures have been taken.

f. Provide, deliver and install emergency generators for destructive weather and as required for snow conditions per Appendix D.

g. Provide assistance in securing buildings and facilities at Onslow Beach as requested by the Beach Area Commander or Base Special Services Officer.

h. Be prepared to react to frozen or broken water lines

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

during snow situations.

4. Condition I.

a. Report to immediate supervisors the completion of preparations and the location of designated duty personnel.

b. Provide emergency maintenance and essential services as required.

c. Report personnel injuries to immediate supervisor as soon as possible.

d. Report damages as they occur to the DCRC, telephone numbers 5202, 3001, 1580 or 5809.

e. Attempt to keep damage from elements to a minimum.

f. As weather permits, survey the damage, make repairs, remove trees from buildings, block off washouts, provide transportation for anyone needing medical attention.

g. Dispatch emergency generator mechanic from the DCRC in Building 1202 as needed to maintain auxiliary power.

h. Shut down all large air conditioning units to prevent damage from power outages.

i. All personnel retained or called in will be checked in and out by the Emergency Service Night Supervisor to ensure accurate overtime records.

5. All Clear. All sections will be informed when the "All Clear" condition is declared --- at that time:

a. Clean up debris, inspect for damages and initiate recovery actions as requested.

b. Return excess emergency rations and foul weather gear to the Property Officer.

c. Report hazardous damaged areas and take precautions to prevent injury or further property damage.

d. Return emergency equipment to its proper storage areas when it is no longer needed in damaged areas.

e. Complete actions necessary to return equipment, areas and facilities to their normal pre-hurricane operating condition.

f. Resume normal operations.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

g. Provide required input for the preparation of damage and after-action reports to the Director, Operations Branch. See Appendix A.

*Note: Emergency generators installed by Base Maintenance for the first storm of the season can remain in place until after the storm season has passed.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION V
OPERATING PROCEDURES - ADMINISTRATIVE BRANCH

5000. GENERAL. To provide specific instructions to personnel of the Administrative Branch in the event of destructive weather or disaster operations.

5001. PROCEDURES.

1. Condition III.

a. Ensure emergency supplies and equipment noted in paragraph 5003 below are available and in operating condition.

b. Review contracted organizational LP gas requirements and ensure orders/deliveries are accomplished.

c. Identify call back/essential personnel to fill the personnel requirements noted in paragraph 5002 below. Provide the listing to the Operations Branch.

2. Condition II.

a. Essential personnel identified in 5002.1 below are to report to the Damage Control and Recovery Center (DCRC).

b. Issue available supplies, equipment and emergency rations as needed.

c. Provide appropriate supply liaison between the DCRC and Marine Corps Base Supply Division.

5002. PERSONNEL REQUIREMENTS.

1. The following personnel requirements have been identified in support of Destructive Weather/Disaster Conditions:

<u>TITLE</u>	<u>Number Required</u>	
	<u>Des Weather</u>	<u>Snowstorm</u>
Supply Technician	1	1

2. Personnel identified for call back during Condition III will be informed that they are to report to the DCRC upon initiation of Condition II.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

5003. EQUIPMENT REQUIREMENTS.

<u>TYPE</u>	<u>QUANTITY</u>
Foul weather gear	25 sets
Boots	25 pair
Rope	3,000 feet
Shovels	24
* Posthole diggers	4
Gas lanterns	2
Electric lanterns	24
Flashlights	30
Cots	25
* Axes	18
* Nails (16p)	50 lbs
* Swing blades	12
* Hammers	12
Flashlight batteries	As required
Salt (from DSSC)	150 bags
Electric lantern batteries	As required
Hard hats	12
Emergency rations	25 cases

* Not required for Snowstorm/Icestorm Conditions.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION VI
SPECIAL INSTRUCTIONS FOR THE NIGHT FOREMAN/DUTY NCO

6000. GENERAL. The following instructions are provided to the Night Maintenance Foreman or Duty NCO when Destructive Weather or Snowstorm Conditions are announced during non-duty hours.

6001. SPECIAL INSTRUCTIONS. Telephonic notification will be accomplished as noted below. A roster of key personnel and their telephone numbers is contained in TAB A of Appendix B.

1. Destructive Weather Condition IV. Notify the following personnel and advise them that Condition IV has been announced:

Base Maintenance Officer
Deputy Base Maintenance Officer
Director, Operations Branch
Director, M&R Branch
Director, Utilities Branch

2. Destructive Weather or Snowstorm Condition III.

a. Notify the same personnel identified in paragraph 2 above plus the following personnel and advise them that Condition III has been announced:

Operations Officer
Director, Admin Branch
General Foreman, Emer Svcs Section
General Foreman, Specific Trades Section
General Foreman, General Svcs Section
General Foreman, MCAS
Night Steam Plant Foreman, Bldg 1700
Night Water/Sewage Foreman, Bldg 670
Emergency Generator Team

b. Be prepared to notify appropriate repair teams and electrical distribution on-call personnel as noted in TAB B to Appendix B or as directed by Branch Heads or General Foremen.

c. Retain any on-duty maintenance personnel to assist in destructive weather/snowstorm preparation procedures.

d. Respond to any communications checks on the Omni (red telephone) and/or the Disaster Recovery Net. See Appendix C of this SOP.

e. Monitor progress of emergency generator positioning as outlined in Appendix D of this SOP.

3. Destructive Weather or Snowstorm Condition II.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

a. Notify the same personnel identified in paragraphs 1 and 2 above plus the following personnel and advise them that Condition II has been announced:

Maintenance NCO
Maintenance Foreman, French Creek
Maintenance Foreman, Courthouse Bay
Maintenance Foreman, Tarawa Terrace
Maintenance Foreman, Camp Johnson
Maintenance Foreman, Hospital Point
Maintenance Foreman, Paradise Point
Maintenance Foreman, Industrial/Central Area
Maintenance Foreman, Division Area
Damage Control and Recovery (DCRC) Team

b. At Condition II, Base Maintenance is required to activate the Damage Control and Recovery Center (DCRC). Pending arrival of the DCRC team members, the Night Foreman/Duty NCO may have to establish the DCRC. Available personnel assets will determine the extent to which the DCRC can respond to directions from the Emergency Operations Center (Bldg 1). As a minimum duty personnel should:

- (1) Log in the time the DCRC was activated.
- (2) Answer any telephone calls as "Damage Control and Recovery Center".
- (3) Log in any incoming telephone or radio requirements denoting any action taken.

c. Log in arriving essential or call back personnel to ensure employees receive proper overtime credit.

d. Initiate call back of essential personnel noted in TAB C to Appendix B.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

SECTION VII
OPERATION OF THE DISASTER CONTROL AND RECOVERY CENTER

7000. GENERAL. The following guidance is provided for the operation of the Damage Control and Recovery Center (DCRC). Effective coordination between elements of the Base Maintenance Division, the DCRC and the Emergency Operations Center (EOC) is essential to ensure smooth operation.

7001. RESPONSIBILITY. The Operations Officer, Operations Branch will act as the Operations Officer of the DCRC and have responsibility for its activation and operation. The Center will be responsible for coordinating the following special teams: rescue, wrecking, shoring and demolition, snow removal, and emergency utilities.

7002. STAFFING. The DCRC will be activated on order of the AC/S Facilities or upon notification of Destructive Weather Condition II/Snowstorm Condition II and must be prepared to operate on a 24 hour basis. Appendix B contains staffing requirements for continued operation of the DCRC. Area commanders are to provide augmentation personnel upon request.

7003. LOCATION. The DCRC is located in the Base Maintenance Division Conference Room, Building 1202.

7004. PROCEDURES.

1. Condition II (or upon direction of the AC/S Facilities).
 - a. Assume operational control of the DCRC.
 - b. Check in to all required telephone and radio nets. See Appendix C.
 - c. Initiate call back of essential personnel noted in TAB C to Appendix B or from listings provided by branch heads, if not already accomplished by the Branches or the Night Foreman/Duty NCO.
 - d. Coordinate and verify placement of emergency generator requirements with the Maintenance & Repair and Utilities Branches. See Appendix D for further details. Notify the EOC of status.
 - e. Coordinate the placement of engineer support equipment in the staging area. Maintain an inventory of available equipment.
 - f. Coordinate the efforts of shoring teams, etc.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

g. During snow conditions, direct snow removal equipment to begin snow clearing of designated areas and sand/salt spreading operations on key bridges as required. See Appendix E.

2. Condition I.

a. Release non-essential personnel (during working hours) only after receipt of Frost Call from AC/S Facilities and after receiving concurrence of the Base Maintenance Officer.

b. Initiate call back of essential personnel (during non-working hours) to be recalled during Condition I. See TAB D to Appendix B.

c. Coordinate the efforts of shoring and utilities teams as appropriate. Weather permitting: survey damage, make emergency repairs, remove trees from buildings and main street arteries, block off washouts, and provide emergency transportation as required.

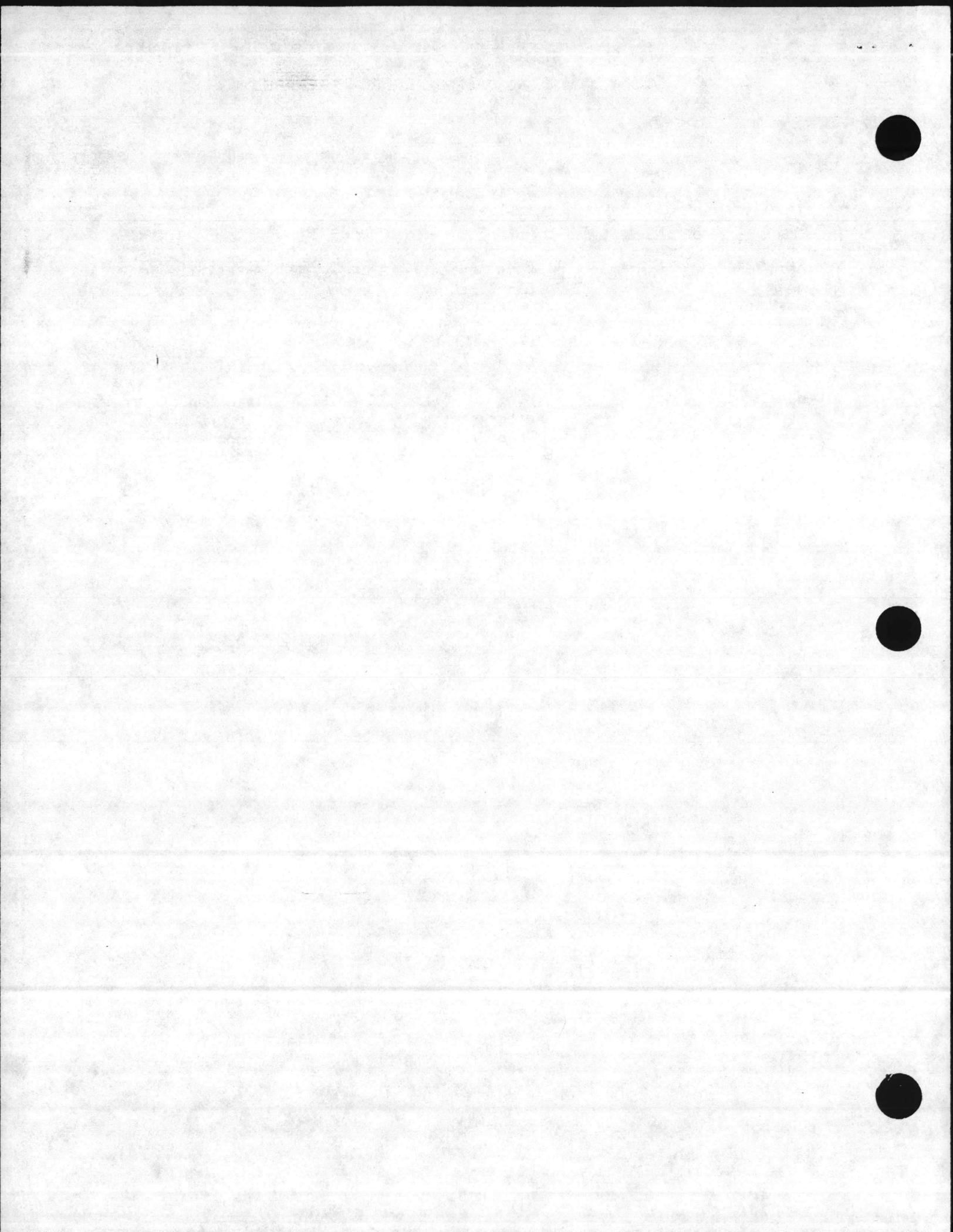
d. Evacuate Base Maintenance personnel from dangerous locations and secure all non-emergency activities.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

APPENDIX A

REPORTS

<u>REPORTS</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SUBMIT TO</u>	<u>FORMAT</u>
Engineer Equipment Status Report	M & R Branch/ Gen Svcs	Upon setting Condition IV	Opns Branch	As established
Damage Report	All Branches	Upon setting Condition V	DCRC	As established
After Action Report	Opns Branch	5 working days after setting Condition V	CG, MCB (Attn AC/S Opn/Trng)	Item/Topic Discussion Recommend - action format



BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

APPENDIX B

ASSIGNMENT OF ESSENTIAL PERSONNEL

A. GENERAL. Procedures for the assignment of essential personnel are established to ensure personnel staffing sufficient to:

1. Maintain essential operations.
2. Institute preventive measures to minimize damage to structures and facilities.
3. Perform post-storm recovery operations.
4. A directory of key personnel is attached as TAB A which will be updated as necessary.

B. RESPONSIBILITIES.

1. Branch Heads/Supervisors.

a. Identify personnel resources/team composition by trade area that are necessary to meet team requirements. Current requirements are contained in TAB's B thru D and should be reviewed and updated as appropriate.

b. Identify and inform those employees who are designated essential personnel to fill the requirements noted above. Whenever possible, rosters designating essential personnel should be prepared and posted in shop areas well in advance of storm conditions. This will serve to alert individuals of the possibility of call back or retention on base upon announcement of Condition II and allow them to make appropriate personal arrangements. Supervisors should include several alternates to account for personnel on leave or otherwise unavailable. When identifying essential personnel, supervisors should, when possible and subject to mission requirements, consider unusual personal hardships of their employees and make suitable adjustments on a case by case basis. Examples of such situations are single parent employees with small children or employees with wives at near-term pregnancy.

2. Essential Personnel. Individuals so identified by their foreman or supervisor whose services will be required during emergency operations will report to or remain in work spaces as set forth in this SOP or as directed by special instructions passed during emergency operations. It is important for individuals identified as essential to recognize the importance and criticality of responding to call back. In almost all instances staffing represents minimal requirements and the failure of one

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

or more personnel to respond cannot only jeopardize continued operation of essential services but may endanger fellow team members or base residents dependent upon their presence.

C. SPECIAL INSTRUCTIONS.

1. Recall Guidelines. Recall of essential personnel should be accomplished as soon as possible after announcement of the appropriate storm condition. Recall of personnel during the latter stages of Condition I should be exercised with caution.

BASE MAINTENANCE DIVISION SOP
FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS PLAN

Instructions for Utilities Branch

604. GENERAL. In the event of destructive weather or heavy snowfall, the following instructions, common to all plants, will govern the actions of personnel in the Utilities Branch.

1. Conditions IV and V. Secure from previous weather conditions. Continue routine operations.

2. Condition III. Check all plant doors and windows for proper fastenings. Store all movable property inside plants; tie down that which cannot be moved inside. Coordinate with Director, Maintenance and Repair Branch the availability of four-wheel vehicles during Condition III for patrol personnel.

3. Condition II

a. At the onset of heavy rainfall, dispatch four men, each in separate vehicles, to observe all steam tunnels and determine whether or not the storm sewers are properly discharging the flood water. Essential personnel designated by proper authority stand by at assigned duty stations as per the last paragraph of this Order.

b. Continue with preparations not completed under Condition III.

c. Notify immediate supervisor when preparations are complete.

4. Condition I

a. Remain on the job until properly relieved.

b. Remain within plant or station unless outside travel is necessary.

c. Make every effort which can be safely made to protect plant and plant property.

5. All Clear. Clean up plant debris, check for plant damage and be prepared to assist supervisors in preparing damage estimates.

605. SPECIFIC INSTRUCTIONS FOR PLANTS

1. Water Treatment Plant

a. Condition III

(1) Make provisions for emergency rations for twelve men for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.



(2) Prepare Onslow Beach water tank and water plant to withstand hurricane conditions and evacuate area, preparation to include closing main distribution valve at water tank (destructive weather only).

(3) Fill fuel tanks on all vehicles and welding machines.

b. Condition II

(1) Check all auxiliary motors under load and make required repairs.

(2) Raise and maintain storage facility levels to provide for maximum water storage.

(3) Prepare to man the Rifle Range and Courthouse Bay Water Treatment Plants around the clock until all clear given.

c. Condition I

(1) Continue operating auxiliary pumps until power is resumed, then switch to electrical operation.

(2) Prepare auxiliary motors for future use.

2. Steam Generation Plant

a. Condition III

(1) Make provisions for emergency rations for 20 men for one day. Raise fuel storage levels to maximum. Fill fuel tanks on all vehicles and welding machines.

(2) Prepare Onslow Beach plant to withstand hurricane conditions and evacuate.

(3) Notify Utilities Branch Office if header valves to any area have to be closed in Building 1700.

(a) Steam Distribution Unit.

(1) Make provisions for emergency rations for 3 people for one day.

(2) Fuel up all vehicles, compressors, welders and pumps. Obtain spare fuel for pumps.

(3) Check the following designated hurricane equipments for serviceability and availability.

- 2 - Marlow "Mud Hog" Pumps
- 2 - Chrysler 5" Pumps
- 2 - Westinghouse Air Pumps
- 1 - Gas driven generator with floodlights
- 1 - Air compressor



b. Condition II(1) Steam Distribution Unit (destructive weather)

(a) Call in required personnel.

(b) Draw emergency rations from Property Officer.

(c) Place one 6" Chrysler pump in operation at the low point in the steam tunnel at Building 1. Place one 6" Chrysler pump at the low point in the steam tunnel at the corner of West Road and Elm Street.

(d) If it becomes apparent that the water level will touch the pipes at any point within one hour, on approval from the Base Maintenance Officer, the duty supervisor in the Steam Distribution Unit will dispatch a crew to shut off the main steam valve in the Central Heating Plant that isolates that line. Prior to cutting off the steam, the Damage Control and Recovery Center Officer, Building 1, will be notified.

(e) Provide assistance in securing buildings and facilities at Onslow Beach as requested by Base Recreation Area Commander or Base Special Services Officer.

(f) Be prepared to react to broken or frozen steam condensate lines during snow situation.

c. Condition I

(1) Operate pumps in the steam distribution tunnels and perform emergency work as directed.

(2) Upon power failure (small plants) secure all plant equipment and prepare to resume firing when electrical service is resumed.

(3) Central Heating, Building 1700, switch to emergency firing procedure and continue to operate for as long as practical (close industrial area header first if this procedure becomes a requirement).

d. All Clear

(1) Assess damage and report.

(2) On order only, resume firing when electrical service, either main power supply or emergency generator power, is available.

(3) Prepare all plant equipment for regular continuous operation.



3. Sewage Treatment Plants

a. Condition III

(1) Make provisions for emergency rations for 12 men for one day. Procure and distribute fuel for auxiliary motors for a period of approximately 36 hours of operation.

(2) Check and prepare all lift stations for hurricane conditions. Prepare Onslow Beach facilities to run on generator power and evacuate.

b. Condition II. Check all auxiliary motors under load and make required repairs. Fill fuel tanks on all vehicles and welding machines.

c. Condition I. Upon power failure, switch to auxiliary motors and continue to operate.

1. All Clear

(1) Continue operating auxiliary pumps until power is resumed; then switch to electrical operation.

(2) Prepare auxiliary motors for future use.

4. Electrical Distribution Plant

a. Condition III

(1) Make provisions for emergency rations for 10 men for one day.

(2) Fuel up all trucks and stock vehicles with material as required.

(3) Secure foul weather gear as required.

(4) Assist Shop 51 with Emergency generator hook-up.

b. Condition II

(1) Call in required personnel.

(2) Draw emergency rations from Maintenance Property.

(3) Assist Shop 51 with additional generator hook-up.

(4) Assist Shop 41 with installing storm shutters on chapels.

(5) Set-up generator for Shop 82, Building 1304.

(6) At the onset of freezing rain or snow, park one Bucket truck and one Line truck inside Building 1202.



605.4

c. Condition I

(1) Assist all shops until commercial power failure begins.

(2) Turn power off as required to safeguard personnel and property.

(3) As weather permits, make repairs on Electrical Distribution system.

d. All Clear. Make assessment of damage and report to Damage Control and Recovery Center.

5. Outside Plumbing Unit

a. Condition III

(1) Make provisions for emergency rations for 5 people for one day.

(2) Fill fuel tanks on all vehicles including backhoe and obtain spare gas for pumps, etc.

b. Condition II

(1) Call in required personnel.

(2) Draw emergency rations from Property Officer.

(3) At the onset of heavy rainfall, check sewer mains for stoppage and clear as necessary. Check for leaking water mains and repair as necessary.

c. Condition I

(1) Provide emergency maintenance and essential services as required.

(2) Be prepared to react to broken or frozen water and sewer mains.

d. All Clear. Assess damage and report to Damage Control and Recovery Center.



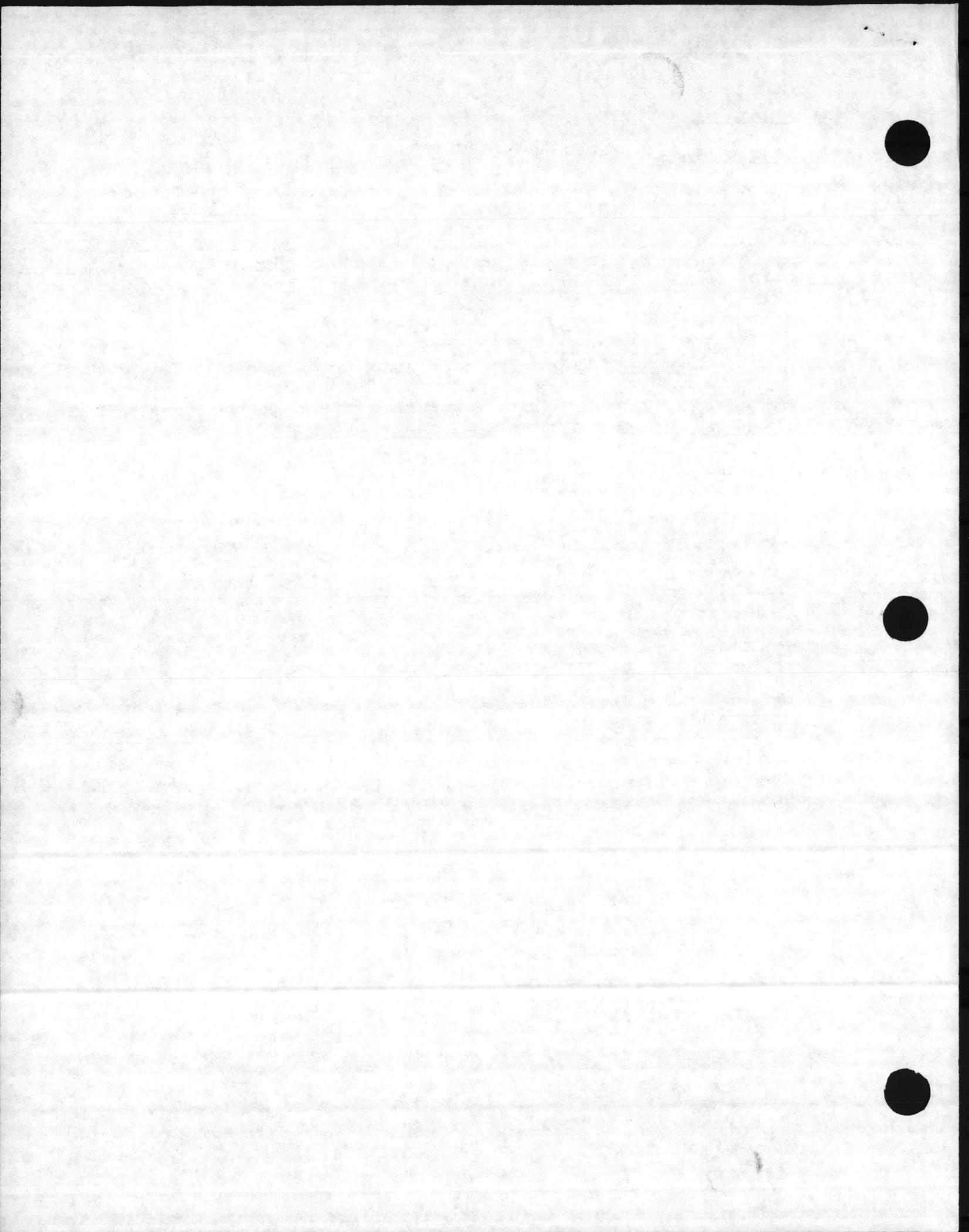
5. Callback List

a. Condition II: Personnel required.

<u>Title</u>	<u>Number Required</u>	<u>Destructive Weather</u>	<u>Snow Removal</u>
Branch Director	1		1
Boiler Plant Operator Foreman, WS-12	1		1
Boiler Plant Equipment Mech Foreman, WS-10	1		1
Water Treatment Plant Operator Frmn, WS-10	1		1
Sewage Treatment Operator Foreman, WS-10	1		1
Electrician Foreman (High Voltage), WS-10	1		1
Steam Distribution Foreman, WS-10	1		1
Plumber Foreman, WS-8	1		1
Instrument Mechanic, Steam, WG-11	2		2
Instrument Mechanic, Water, WG-11	1		1
Instrument Mechanic, Sewage, WG-11	1		1
Mechanic, Steam, WG-10	4		4
Mechanic, Water, WG-10	2		2
Mechanic, Sewage, WG-10	2		2
Lineman, WG-10	0		0
Pipefitter, WG-10	3		3
Welder, Steam Distribution, WG-10	1		1
Plumber, WG-9	0		0
Plumber Worker, WG-7	2		2

b. Condition I: Personnel required in addition to those called in during Condition II:

Assistant Director	1		1
Boiler Plant Operator General Foreman,	1		1
Water and Wastewater Treatment Gen Foreman	1		1



BASE MAINTENANCE DIVISION - RECALL ROSTER

<u>POSITION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME#</u>	<u>WORK#</u>
BMO	W. R. Hestir	Emerald Isle	(919)354-3928	451-2511
Deputy BMO	R. E. Scales	Jacksonville	455-6328	451-2511
Div. Secretary	D. Kiley	Jacksonville	577-4006	451-2511

BRANCH DIRECTORS

Administrative	D. Gurganus	Wilmington	686-1914	451-5307
Maint & Repair	J. Sellers	Sneads Ferry	327-4091	451-5855
Operations Br.	E. Winberry	Hubert	326-5028	451-1580
Utilities Br.	C. Baker	Emerald Isle	(919)354-3652	451-5161

EMERGENCY NUMBERS

Duty Officer, MCB.....	451-2528
Duty Officer, MCAS.....	451-6111
Provost Marshal.....	451-2555
Fire Dispatcher.....	451-3004
Emergency Maintenance.....	451-3001
Heavy Equip Section (Bldg. 738).....	451-5909
Steam Plant (Bldg. 1700).....	451-3627

ADMINISTRATIVE BRANCH

Personnel	K. Winberry	Hubert	326-5028	451-5307
Finance & Acct.	F. Brown	Chinquapin	324-5283	451-5122
Supply	E. Grant	Jacksonville	577-7601	451-2006
Automation	L. Davis	Richlands	324-6305	451-3722
Ind. Hygienist	J. Pickett	Wilmington	792-1585	451-3046
Br. Secretary	F. Byrd	Jacksonville	577-3259	451-5307

OPERATIONS BRANCH

Operations Officer	Capt Carson	Jacksonville	347-6995	451-1580
P&E	C. Strain	Kinston	(919) 527-5943	451-5032
Prog/Work Rcpt.	D. Woods	Jacksonville	353-4953	451-2590
Contracts	D. Oglesby	Jacksonville	353-6664	451-5799
Inspections	G. Shoemaker	Swansboro	393-8741	451-5794
Self Help	MSgt Yu	Hubert	326-2384	451-2970
Br. Secretary	T. Covarrubias	Jacksonville	347-3648	451-1580



MAINTENANCE AND REPAIR BRANCH

<u>SECTION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME #</u>	<u>WORK #</u>
MCAS/Camp Geiger	R. W. Lanier	Chinquapin	285-2598	451-6818
Emergency Services	A. Woodward	Stella	326-3007	451-5773
Specific Jobs	J. Quill	Swansboro	326-6240	451-5256
General Services	T. Jewell	Jacksonville	577-4476	451-5158
Br. Secretary	R. Provost	Richlands	324-1394	451-5184

SUPERVISORY PERSONNEL (MAINTENANCE AND REPAIR BRANCH)

<u>POSITION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME #</u>	<u>WORK #</u>
(MCAS/Camp Geiger Section)				
Grd Str Supv	M. Gray	Hubert	326-4677	451-6543
Maint Supv	W. S. Brown	Jacksonville	324-6885	451-6818
Maint Supv	L. Young	Jacksonville	937-7234	451-6818
(Emergency Services Section)				
Maint Supv				
(TT, Camp Johnson)	G. Lynn	Jacksonville	455-1159	451-5080
Maint Supv				
(TT, Camp Johnson)	A. Jarman	Beulaville	324-2465	451-5080
Maint Supv-PP	G. Phillips	Swansboro	326-3986	451-2781
Maint Supv				
(CHB, RfR, Beach)	J. Fickling	Swansboro	326-1598	451-7552
Maint Supv				
(Indus/Central)	M. Cochran	Jacksonville	346-2022	451-1438
Maint Supv				
(Div, HP, FC)	E. E. Dudley	Maysville	743-6441	451-2737
A/C Mech Supv				
(MCB)	C. N. Smith	Sneads Ferry	327-3440	451-3235
A/C Mech Leader	J. Carter	Jacksonville	353-2385	451-3235
Specific Jobs Section)				
Maint Supv	B. D. Delmas	Jacksonville	577-5315	451-1775
Maint Supv	C. A. Autry	Jacksonville	346-6020	451-3010
Maint Supv	L. Stauter	Hubert	326-1298	451-1689
Maint Supv	E. W. Crump	Stella	326-2657	451-1775
Maint Supv	L. E. Morton	Jacksonville	455-0488	451-5306
Metalwrkg				
Shops Supv	H. E. Dixon	Richlands	324-6229	451-5110
(Night Crew)				
Maint Supv	B. R. Smith	Emerald Isle	(919)354-3400	451-2333
Maint Supv	J. Wilson	Jacksonville	346-9801	451-2333



<u>POSITION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME #</u>	<u>WORK #</u>
General Services Section				
Grd Str Supv	C. Jones	Kinston	(919) 527-3041	451-5158
Grd Str Supv/ Insect Vector	B. Brantley	Emerald Isle	(919)354-5202	451-5158
Eng Equip Op Supv	R. Huffman	Jacksonville	347-1336	451-5909
HvyMobEq				
Mech Supv	A. Petteway	Richlands	324-5677	451-2295
Sanitation Supv	G. Price	Swansboro	326-1614	451-2636

UTILITIES BRANCH

<u>POSITION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME #</u>	<u>WORK #</u>
Utilities	D. Southerland	Chinquapin	298-3654	451-5161
UMACS	J. Sides	Jacksonville	455-6416	451-5642
Steam Generation	T. Brownley	Hubert	326-3026	451-9563
Water Treatment & Wastewater	M. Frazelle	Jacksonville	353-7595	451-5988
Branch Secretary	R. H. Norris	Jacksonville	347-3818	451-5161

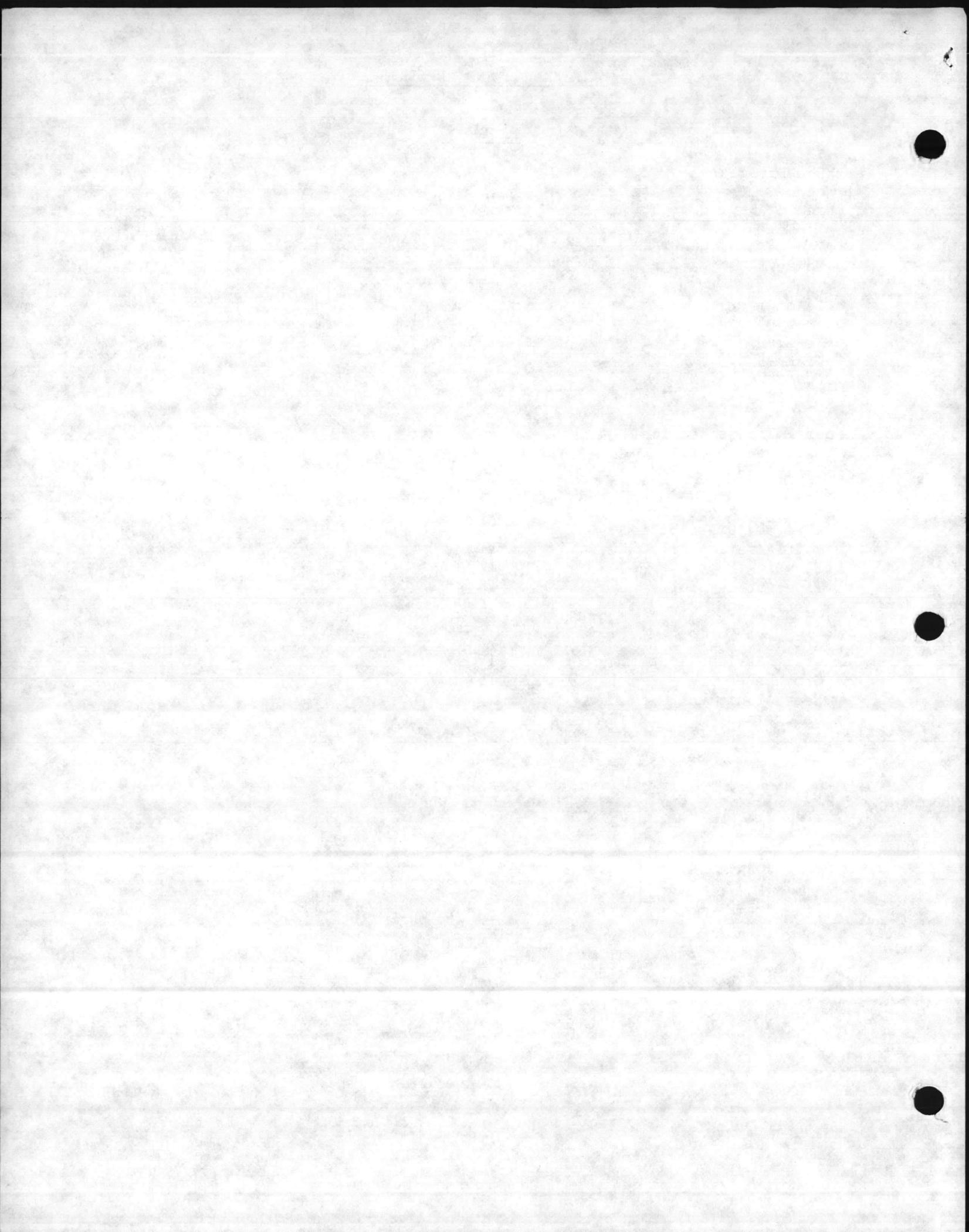
SUPERVISORY PERSONNEL (UTILITIES BRANCH)

<u>POSITION</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME #</u>	<u>WORK #</u>
Pipefitter Supv	A. Bruinton	Richlands	324-2281	451-3099
Plumbing Supv	J. Lisiewski	Hubert	326-3628	451-1081
Boiler Maint Supv	J. V. Jones	Chinquapin	324-2211	451-9561
Boiler Plant Supv	Vacant	(For information call Shift Foreman		451-3627)
Elect Distr Supv	H. Ireland	Morehead City	(919) 247-5694	451-2790
Water Plant Supv	S. Miller	Beulaville	298-3847	451-1081



MAINTENANCE AND REPAIR BRANCH

	<u>PAGE</u>
Branch Director	1
Branch	1
Emergency Service Section	1
Cyclic Maintenance Team Members	5
Team #1	5
Team #2	5
Team #3	5
Team #4	5
Team #5	5
Team #6	6
Team #7	6
Team #8	6
General Trades Section	6
Carpenter Shop	6
Paint Shop	8
Plaster/Mason Shop	9
Electric Shop	10
Electric Distribution	11
Refrigeration/Air Cond	11
Plumbing Shop	12
Pipefitting Shop	13
Machine Shop	14
General Services Section	15
Groundskeeping	15
Heavy Equipment	17
Sanitation	18
Insect Vector Control	19
Landscaping Section	19



MAINTENANCE AND REPAIR BRANCH

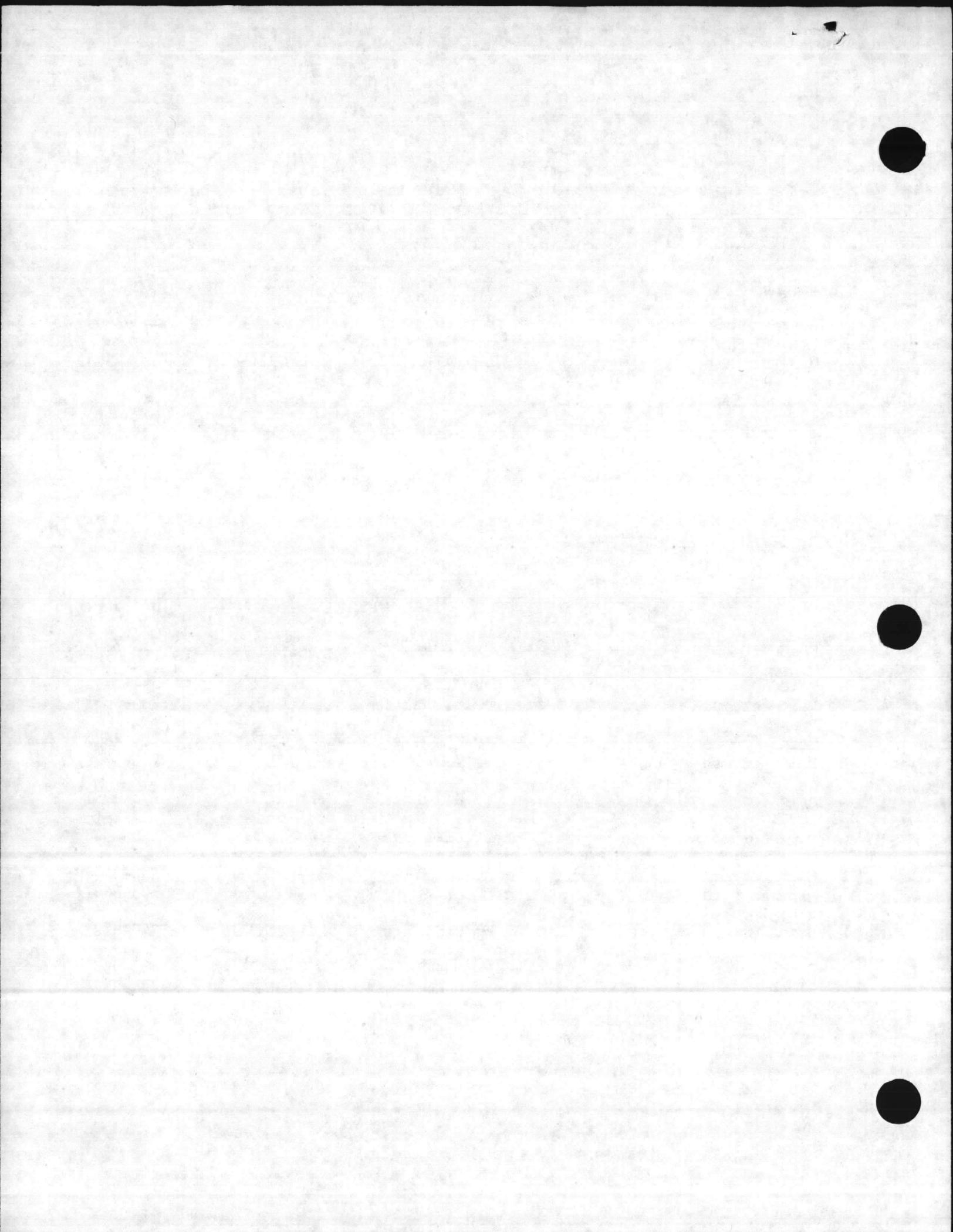
BRANCH DIRECTOR - RUFUS E. AVANT 285-4210

BRANCH	NAME	TOWN	HOME PHONE
Emergency Services	L. H. MITCHELL	JACKSONVILLE	455-3899
General Trades	A. L. ROUSE, JR.	BEULAVILLE	324-4544
General Services	L. D. SHEPARD	SNEADS FERRY	327-2726
Branch Secretary	K. M. DASSAU	JACKSONVILLE	455-4694
Mobile Equipment Dispatcher	A. R. RANGLES	HUBERT	325-4216

EMERGENCY SERVICE SECTION

SECTION SUPERVISOR - L. H. MITCHELL 455-3899

Main Gen Foreman	L. H. MITCHELL	JACKSONVILLE	455-3899
Main Foreman	E. L. CREWS	RICHLANDS	347-2449
Main Foreman	L. D. BATCHELOR	CHINQUAPIN	285-7462
Main Foreman	R. C. FISHER	WILMINGTON	791-7882
Main Foreman	J. H. YOUNG	WALLACE	285-3728
Main Foreman	A. B. BANKS	MAYSVILLE	743-0931
Main Foreman	W. E. BENDER	SWANSBORO	326-4348
Main Foreman	B. R. Smith	EMERALD ISLE	354-3400
Main Foreman	E. DUDLEY	MAYSVILLE	743-6441
Main Foreman	T. W. Yopp	JACKSONVILLE	346-6622
Electrician	G. L. MAYER	JACKSONVILLE	455-9378
Electrician	A. R. BELL, SR.	RICHLANDS	324-3378



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Electrician Electrician	S. G. BLIZZARD	BEULAVILLE	298-3265
Electrician Electrician	J. B. FISHER H. L. FUTREAL, JR.	VANDERMERE RICHLANDS	745-3903 324-4766
Electrician Electrician	W. E. HUDSON D. A. JOHNSON	JACKSONVILLE BEULAVILLE	353-7727 298-3866
Electrician Electrician	R. E. KING R. E. LEWIS	MAYSVILLE JACKSONVILLE	346-9204 347-3554
Electrician Electrician	D. L. GUY F. M. PARKER	JACKSONVILLE JACKSONVILLE	353-0715 347-1702
Electrician Electrician	M. D. SOSA J. G. SHOLAR	JACKSONVILLE MAPLE HILL	347-5315 259-4495
Electrical Worker Electrical Worker	F. ROCHELLE D. J. LAMORA	JACKSONVILLE JACKSONVILLE	346-5484 346-4491
Air Cond. Equip Mech Air Cond. Equip Mech	J. E. JONES M. R. BRINSON	MAYSVILLE RICHLANDS	743-5551 455-4238 (Nights)
Air Cond. Equip Mech Air Cond. Equip Mech	J. L. BATES J. T. CARLTON	JACKSONVILLE WARSAW	353-1084 293-7735
Air Cond. Equip Mech Air Cond. Equip Mech	W. HANSLEY P. MULL	JACKSONVILLE HUBERT	346-6346 326-3539
Air Cond. Equip Mech	C. RILEY	JACKSONVILLE	346-3918 (Unlisted)
Air Cond. Equip Mech	B. R. ROWE	RICHLANDS	324-2377
Air Cond. Equip Mech Air Cond. Equip Mech	M. B. SCYOC E. J. WILLIAMS	JACKSONVILLE JACKSONVILLE	455-8981 347-4614
Air Cond. Equip Mech	C. M. HUFFMAN	JACKSONVILLE	347-6627
Pipefitter Pipefitter	E. G. BLAKE L. STRICKLAND	WILMINGTON ROCKY POINT	686-7989 675-2512
Pipefitter Pipefitter	M. D. HUNTER W. H. JACOBS	BEULAVILLE HAMPSTEAD	298-3303 329-5381
Pipefitter	J. SAVAGE	WALLACE	285-5827
Pipefitter	J. T. WILLIAMS	SNEADS FERRY	327-5641



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Pipefitter	J. SWINSON	WALLACE	285-3088
Pipefitter	J. SMITH	JACKSONVILLE	324-3419
Pipefitter	S. C. LANIER	MAPLE HILL	259-4522
Pipefitter Helper	A. R. LANIER	JACKSONVILLE	347-5602
Plumber	R. L. HITT	JACKSONVILLE	353-1243
Plumber	J. BARROW	MAYSVILLE	743-8211
Plumber	W. B. COX	RICHLANDS	324-3773
Plumber	R. L. HUMPHREY	JACKSONVILLE	346-9463
Plumber	C. GRIFFITH	DEEP RUN	527-1671
Plumber	W. D. MARSHBURN	JACKSONVILLE	347-1470
Plumber	R. MILLIGAN	JACKSONVILLE	353-6068
Plumber	G. T. PIERCE	WALLACE	285-3882
Plumber	J. R. SHELTON	JACKSONVILLE	353-0658
Plumber	R. L. YONKOVICH	JACKSONVILLE	455-9123
Plumber	J. T. WILLIAMS	SNEADS FERRY	327-5641
Plumber Worker	B. LOWE	RICHLANDS	324-4878
Carpenter	W. H. BRINSON	RICHLANDS	324-5000
Carpenter	R. L. CARTER	HUBERT	326-5355
Carpenter	A. L. FREEMAN	BEULAVILLE	298-4517
Carpenter	L. G. KING	RICHLANDS	324-4692
Carpenter	J. LUCAS	JACKSONVILLE	353-9526
Carpenter	L. R. PEEK	JACKSONVILLE	346-6540
Carpenter	R. MARSHBANKS	JACKSONVILLE	324-4434
Carpenter	F. MARSHBURN	JACKSONVILLE	346-3533
Carpenter	M. MAXWELL	KINSTON	527-3801
Carpenter	J. A. McCULLOUGH	MOREHEAD CITY	726-6246
Carpenter	T. M. MORTON	JACKSONVILLE	346-6568
Carpenter	V. K. RAYNOR	BEULAVILLE	298-4926
Carpenter	J. RITTER	JACKSONVILLE	327-2208
Carpenter	J. SAWYER	MAPLE HILL	None



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Carpenter Helper Carpenter Helper	M. DILLAHUNT D. NAIL	MAYSVILLE JACKSONVILLE	743-7141 347-7447
Carpenter Helper	V. INGEMUNSON	JACKSONVILLE	455-2595
Maintenance Mechanic Maintenance Mechanic	M. A. LANIER C. CHESTER	WALLACE HUBERT	259-5502 353-3701
Maintenance Mechanic	I. R. DEAL	WATHA	359-2056
Maintenance Mechanic Maintenance Mechanic	L. R. HENDERSON R. E. JACKSON	SNEADS FERRY JACKSONVILLE	327-6781 346-3452
Maintenance Mechanic Maintenance Mechanic	H. W. KING, JR. H. T. LOVE	PINK HILL JACKSONVILLE	568-4575 455-0902
Maintenance Mechanic Maintenance Mechanic	J. B. MYERS M. SOUTHERLAND	JACKSONVILLE CHINQUAPIN	455-4481 298-3993
Maintenance Mechanic Maintenance Mechanic	J. E. WARD B. O. WATKINS	JACKSONVILLE RICHLANDS	455-8187 324-3149
Maintenance Mechanic Maintenance Mechanic	D. B. GREER H. J. LORD	JACKSONVILLE JACKSONVILLE	346-4222 455-4842
Air Cond Equip Mechanic Air Cond Equip Mechanic	D. L. FREDERICK W. C. MOORE	WARSAW SWANSBORO	293-7507 326-4377
Air Cond Equip Mechanic Air Cond Equip Mechanic	R. S. MONK J. H. NETHERCUTT	JACKSONVILLE CHINQUAPIN	455-2564 324-4780
Air Cond Equip Mechanic Air Cond Equip Mechanic	J. R. PEARCE J. C. POWELL	SWANSBORO RICHLANDS	326-5119 298-5311
Air Cond Equip Mechanic Air Cond Equip Mechanic	J. A. RILEY N. E. ROCHELLE	CHINQUAPIN MAPLE HILL	285-4897 347-2285
Air Cond Equip Mechanic Air Cond Equip Mechanic	E. E. SMITH J. E. WATKINS	JACKSONVILLE RICHLANDS	455-2279 324-2117
Air Cond Equip Mechanic Air Cond Equip Mechanic	C. T. WOOD G. GRIFFIN	RICHLANDS RICHLANDS	324-3845 324-2156
Instrument Mechanic	J. L. RAYNOR	BEULAVILLE	298-3793
Glazier	G. R. BYRD	SWANSBORO	393-8262
Locksmith	A. BARNARD	JACKSONVILLE	347-4107
Sheetmetal Mechanic	E. HOLLINGSWORTH	WALLACE	259-4549



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Clerk-Typist	E. COLLINS	JACKSONVILLE	455-4035
Clerk	A. PHILLIPS	HUBERT	326-4887
Clerk	C. SMITH	DEEP RUN	568-4381
Clerk	A. BLACKSTOCK	JACKSONVILLE	451-0428

CYCLIC MAINTENANCE TEAM MEMBERS

FOREMAN,

TEAM #1

Leader	K. O. CAVENAUGH	WALLACE	285-5723
Maintenance Mech	I. R. DEAL	WATHA	359-2056
Maintenance Mech	D. LANIER	MAPLE HILL	259-4430
Helper	J. P. OWENS	JACKSONVILLE	353-1405

TEAM #2

Leader	W. MATELYAN	HOLLY RIDGE	329-2751
Maintenance Mech	M. J. BAILEY	JACKSONVILLE	455-9093
Maintenance Mech	E. PARKER	JACKSONVILLE	347-5688
Helper			

TEAM #3

Leader	W. R. HELMS	JACKSONVILLE	346-9016
Maintenance Mech	J. S. DAVIS	JACKSONVILLE	347-1874
Maintenance Mech	M. GHOLSTON	JACKSONVILLE	353-1855
Helper	N. PARKER	JACKSONVILLE	346-4357

TEAM #4

Leader	A. G. PHILLIPS	MOREHEAD CITY	726-1332
Maintenance Mech	R. A. HOFFMAN	JACKSONVILLE	455-3907
Maintenance Mech	T. TAYLOR	SWANSBORO	326-3464
Helper	R. A. LANG	JACKSONVILLE	346-8506

TEAM #5

Leader	J. N. WINBERRY	SWANSBORO	393-8045
Maintenance Mech	J. ALESHIRE	JACKSONVILLE	346-4147
Maintenance Mech			
Helper	P. HARRELL	JACKSONVILLE	347-4847



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
---------------	-------------	-------------	-------------------

TEAM #6

Leader	D. W. EICHELBERGER	JACKSONVILLE	353-5016
Maintenance Mech	C. MIERS	JACKSONVILLE	455-7135
Maintenance Mech	C. HUMPHREY	RICHLANDS	324-4882
Helper			

TEAM #7

Leader	A. MERCER	BEULAVILLE	298-3045
Maintenance Mech	A. HYDE	SNEADS FERRY	327-2921
Maintenance Mech	W. P. WADE	BEULAVILLE	298-3593
Helper	M. WILLIAMS	HUBERT	326-3786

TEAM #8

Leader	J. HANSLEY	SWANSBORO	326-3724
Maintenance Mech	M. P. SHEA	JACKSONVILLE	353-9612
Maintenance Mech	H. DEAL	BEULAVILLE	298-3935
Helper	W. REESE	JACKSONVILLE	346-9291
Maintenance Mech	R. ALBERT	JACKSONVILLE	346-9291

GENERAL TRADES SECTION

Section Supervisor - A. L. ROUSE, JR., 324-4544

Main Gen Foreman	A. L. ROUSE, JR.	BEULAVILLE	324-4544
------------------	------------------	------------	----------

CARPENTER SHOP

Main Gen Foreman	E. W. WINBERRY	SWANSBORO	393-2307
Carpenter Foreman	C. AUTRY	JACKSONVILLE	353-9072
Carpenter Foreman	R. B. MEDLIN	JACKSONVILLE	346-8572
Carpenter Foreman	A. MOORE	JACKSONVILLE	347-2781
Carpenter Foreman	W. R. FRANKLIN	JACKSONVILLE	455-3352
Locksmith	J. M. HENDRICKS	JACKSONVILLE	346-2307
Locksmith	D. R. AUTRY	JACKSONVILLE	347-4889
Saw Filer	V. O. MILLER	JACKSONVILLE	346-6426



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Carpenter	R. A. ALBERT	JACKSONVILLE	346-9291
Carpenter	E. WILLIAMS	MAYSVILLE	743-1961
Carpenter	G. K. DICK	SURF CITY	328-0310
Carpenter	L. H. CAVENAUGH	WALLACE	285-3013
Carpenter	S. SOOS	JACKSONVILLE	455-2395
Carpenter	R. G. LOVICK	MOREHEAD CITY	726-4929
Carpenter	D. B. MARSHBURN	JACKSONVILLE	346-9693
Carpenter	C. T. FRANCK	JACKSONVILLE	347-5518
Carpenter	J. CASTON	JACKSONVILLE	353-6956
Carpenter	E. L. CAMPBELL	SWANSBORO	326-5242
Carpenter	J. R. HARRELL	JACKSONVILLE	347-4847
Carpenter	J. WILSON, JR.	JACKSONVILLE	346-9801
Carpenter	N. M. JAMES	MAPLE HILL	259-2661
Carpenter	G. JAMES	MAPLE HILL	259-2982
Carpenter	W. GASKILL	POLLOCKSVILLE	224-8701
Carpenter	R. MARSHBURN	MAPLE HILL	259-2246
Carpenter	F. J. JENKINS	MAYSVILLE	743-7981
Carpenter	R. W. KENNEDY	BEULAVILLE	298-4748
Carpenter	H. A. MATTOCKS	MAPLE HILL	259-2860
Carpenter	R. D. BROWN	WALLACE	285-5357
Carpenter	P. DOVE	COMFORT	324-4601
Carpenter	J. W. MORRIS	MAYSVILLE	743-7351
Carpenter	M. L. PARKER	RICHLANDS	324-3846
Carpenter	M. D. FOUNTAIN	RICHLANDS	324-4234
Carpenter	P. W. RAYNOR	WALLACE	285-4677
Carpenter	A. MCMILLAN	JACKSONVILLE	347-5229
Carpenter	A. SHARPLESS	CHINQUAPIN	285-3881
Carpenter	W. K. WILLIAMS	HUBERT	326-5430
Carpenter	J. G. HEMBY	BEULAVILLE	324-5792



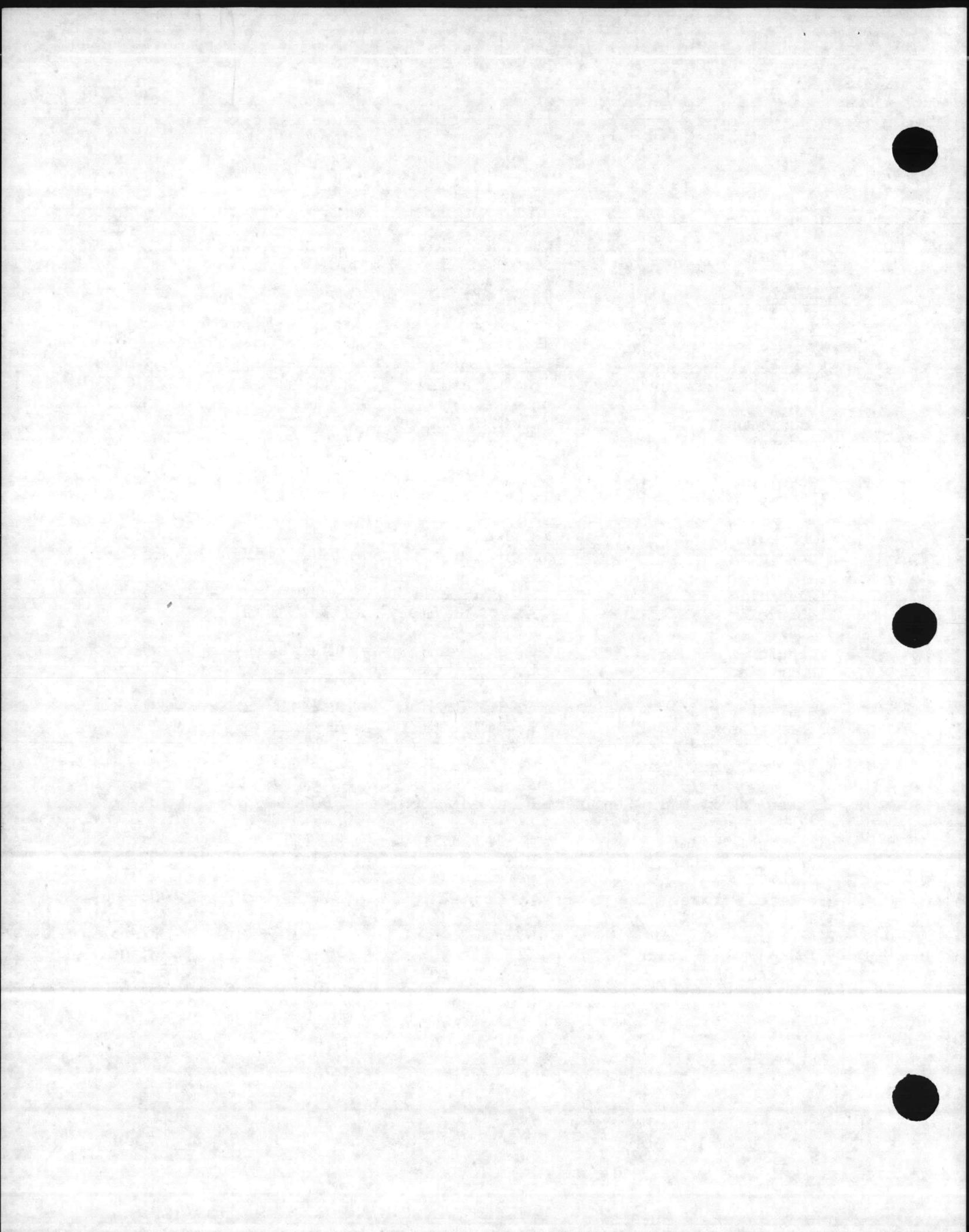
<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Carpenter	L. BARNES	RICHLANDS	324-3858
Carpenter	W. E. BATSON	SCOTT'S HILL	270-2492
Carpenter	P. A. MAREADY	WALLACE	285-4316
Carpenter	D. P. DASSAU	JACKSONVILLE	455-4694
Carpenter	R. LEMANSKE	JACKSONVILLE	455-1491
Carpenter	J. K. BRINKLEY	JACKSONVILLE	346-2928
Carpenter	T. P. Bradley		
Carpenter Worker	K. W. WHITE	JACKSONVILLE	455-1081
Carpenter Worker	B. P. BEALL	RICHLANDS	455-0465
Carpenter Worker	C. L. ORTEGO	JACKSONVILLE	455-2637
Carpenter Helper	R. M. DIXON	TEACHEY	285-2665
Carpenter Helper	A. SANTIAGO	JACKSONVILLE	None
Carpenter Helper	R. C. PUGH	JACKSONVILLE	455-4923
Carpenter Helper	W. E. GOODNITE	SWANSBORO	326-4886
Carpenter Helper	J. H. FRAZELLE	RICHLANDS	324-4965
Carpenter Helper	J. C. DAVIS	JACKSONVILLE	455-8376
<u>PAINT SHOP</u>			
Main Foreman	T. H. PARKER	JACKSONVILLE	347-4711
Painter Foreman	J. WOOTEN, JR.	MAPLE HILL	259-2072
Sign Painter Leader	C. E. PRICE	JACKSONVILLE	346-6922
Sign Painter	G. W. HEWITT	SWANSBORO	393-8355
Sign Painter Helper	L. YOUNG	JACKSONVILLE	353-6588
Glazier	R. D. RIGGS	SWANSBORO	326-5314
Glazier	B. E. TEACHEY	JACKSONVILLE	455-9286
Painter Worker	E. E. BEARD	JACKSONVILLE	347-7007
Painter Worker	L. C. ELLIOTT	JACKSONVILLE	455-3402
Painter Worker	W. E. FISHER	MAPLE HILL	347-1632
Painter Worker	E. HAM	JACKSONVILLE	347-3710
Painter Worker	R. R. HAMILTON	JACKSONVILLE	455-2772
Painter Worker	K. E. SUGGS	HOLLY RIDGE	329-8891
Painter Worker	D. TAYLOR	BEULAVILLE	None
Painter Worker	A. R. HODGE	JACKSONVILLE	353-6962



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Painter Worker	J. HORNE	RICHLANDS	324-3931
Painter Worker	C. A. MORRIS	SWANSBORO	393-8030
Painter	R. G. SIMPSON	JACKSONVILLE	455-3811
Painter Worker	G. P. STANCIL	STONEWALL	745-4726
Painter Worker	J. BOHN	JACKSONVILLE	354-4195
Painter Worker	T. KNIGHT	JACKSONVILLE	455-4713
Painter Helper	J. MCCLIDE	JACKSONVILLE	353-8691
Painter Helper	M. COOK	JACKSONVILLE	347-6404
Painter Helper	J. MCCOY	JACKSONVILLE	346-8660
Painter Helper	G. T. KORNEGAY	RICHLANDS	324-5446
<u>MASON/PLASTER SHOP</u>			
Mason Foreman	J. PRIVETT		326-4438
Plasterer	R. JAMES	BEULAVILLE	298-4531
Plasterer	W. M. CASSADY	JACKSONVILLE	346-4461
Plasterer	F. J. LAWSON	JACKSONVILLE	347-4554
Plasterer	L. DIXON	GREENVILLE	758-7141
Plasterer	M. L. WALKER	JACKSONVILLE	455-8093
Plasterer	D. A. ROMPORT	SNEADS FERRY	327-3523
Plasterer Helper	L. L. KELLUM	JACKSONVILLE	455-5065
Plasterer Helper	M. MONTGOMERY	RALEIGH	523-9811
Plasterer Helper	D. HATCHELL	JACKSONVILLE	455-3843
Mason	J. E. BRYANT	WALLACE	285-5713
Mason	R. J. ENGLISH	WALLACE	285-5204
Mason	E. KORNEGAY	BEULAVILLE	324-5359
Mason	J. KORNEGAY	BEULAVILLE	324-5359
Mason	E. L. PICKETT	WALLACE	285-4081
Mason	J. STILES	BEULAVILLE	298-4780
Mason	J. A. SANDERSON SR.	WALLACE	285-4047
Mason	H. SMITH	BEULAVILLE	298-4089
Mason	B. R. WASHINGTON	JACKSONVILLE	455-1521



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Mason Worker	J. D. MATTOCKS	JACKSONVILLE	346-3621
Mason Helper	K. J. CASE	JACKSONVILLE	346-6217
<u>ELECTRIC SHOP</u>			
Electrician Gen Foreman	F. LANE, JR.	JACKSONVILLE	347-3371
Electrician Foreman	L. E. MORTON	JACKSONVILLE	455-0488
Electrician Foreman	G. C. PHILLIPS	JACKSONVILLE	353-9156
Electrician	J. C. BROWN, JR.	SWANSBORO	393-8005
Electrician	G. E. ERVIN	TRENTON	448-0461
Electrician	G. CANNON	SNEADS FERRY	327-5921
Electrician	J. J. LANIER	BEULAVILLE	298-4209
Electrician	J. H. ORENGIA	WALLACE	285-5601
Electrician	C. J. PADGETT	JACKSONVILLE	455-3105
Electrician	M. O. PELLETIER	HUBERT	326-3637
Electrician	A. L. SHEPARD	HOLLY RIDGE	329-3501
Electrician	J. B. WHALEY	BEULAVILLE	298-5263
Electrician	L. F. AYCOCK	WALLACE	285-5465
Electrician	A. J. KINSEY	JACKSONVILLE	347-1425
Electrician	A. D. PRESUTTI	HAMPSTEAD	270-4654
Electrical Equip Repairer	C. L. AHRENS	RICHLANDS	324-2448
Kitchen/Bakery Equip Repairer	R. L. WILLIFORD	RICHLANDS	324-2193
Electrical Worker	W. E. WHITE	HUBERT	326-5913
Electrical Worker	R. L. SAMS	JACKSONVILLE	353-1107
Electrical Worker	M. K. HOGE	JACKSONVILLE	455-2064 (Nights)
Electrical Worker	W. P. BROWN	SNEADS FERRY	327-3376 (Nights)
Electrical Worker	B. M. MURPHY	RICHLANDS	324-4711
Electrical Worker	L. BRAGG	JACKSONVILLE	353-6836



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
<u>ELECTRIC DISTRIBUTION</u>			
Electrician (HV) Foreman	L. T. McMILLAN	WALLACE	285-7281
Electrician (HV)	C. B. GARRISS	BURGAW	259-4258
Electrician (HV)	B. R. MARTIN	PINK HILL	568-3847
Electrician (HV)	H. W. IRELAND	MOREHEAD CITY	247-5226
Electrician (HV)	D. L. KOONCE	JACKSONVILLE	347-5455
Electrician (HV)	G. MORTON	RICHLANDS	324-2307
Electrician (HV)	L. L. MORTON	JACKSONVILLE	346-4351
Electrician (HV)	D. C. RIGGS	JACKSONVILLE	353-4922
Electrician (HV)	J. M. HORNE	RICHLANDS	324-5250
Electrician (HV)	E. R. PEARCE	BURGAW	259-2065
Electrician (HV) Worker	G. L. BARRETT	BEULAVILLE	298-5593
<u>REFRIGERATION/AIR CONDITIONING</u>			
Air Cond Equip Mech Foreman	C. N. SMITH	SNEADS FERRY	327-8001
Air Cond Equip Mech	E. S. FOUNTAIN	RICHLANDS	324-4596
Air Cond Equip Mech	J. E. HILL	JACKSONVILLE	347-2589
Air Cond Equip Mech	J. E. HUNTER	JACKSONVILLE	455-3551
Air Cond Equip Mech	E. E. LAWRENCE	JACKSONVILLE	353-5487
Air Cond Equip Mech	J. PETERS, JR.	SWANSBORO	326-3994
Air Cond Equip Mech	A. I. RADJENOVIC	JACKSONVILLE	347-3741
Air Cond Equip Mech	E. E. ROUSE	RICHLANDS	324-3094
Air Cond Equip Mech	R. WOODARD	RICHLANDS	324-3541
Air Cond Equip Mech	J. C. POWELL	RICHLANDS	298-5311 (Nights)
Air Cond Equip Mech	D. R. MORTON	JACKSONVILLE	346-5102
Instrument Mechanic	J. E. CARTER	JACKSONVILLE	353-5609
Instrument Mechanic	W. W. NORRIS	SWANSBORO	326-3296
Maintenance Worker	R. F. MILLER, Jr.	SWANSBORO	326-5921
Maintenance Worker	M. S. RHOADES	JACKSONVILLE	346-9492



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Maintenance Worker	R. G. JOHNSON	JACKSONVILLE	346-9161
Maintenance Worker	C. M. HUFFMAN	JACKSONVILLE	347-6627
Air Cond Equip Mech Helper	J. W. STARRETTE	JACKSONVILLE	347-5746
Air Cond Equip Mech Helper	A. C. KEARNEY	JACKSONVILLE	455-3747
Air Cond Equip Mech Helper	S. MORALES	JACKSONVILLE	346-3806
<u>PLUMBING SHOP</u>			
Pipefitter General Foreman	R. W. LANIER	CHINQUAPIN	285-2598
Plumber Foreman	J. S. LISIEWSKI	JACKSONVILLE	353-9576
Plumber Foreman	E. E. PADGETT	HOLLY RIDGE	329-5951
Plumber/Backhoe Operator	T. SKINNER	MAYSVILLE	743-2022
Plumber Worker	S. BUREK	JACKSONVILLE	347-1323
Plumber Worker/Backhoe Optr	J. MARSHBURN	MAPLE HILL	347-4390
Plumber	G. S. BRUINTON	TRENTON	448-8371
Plumber	C. R. HUMPHREY	RICHLANDS	324-4882
Plumber	D. L. FUTRELL	BEULAVILLE	298-4358
Plumber	W. M. CANADY	SNEADS FERRY	327-4032
Plumber	W. B. COX	RICHLANDS	324-3773
Plumber	A. T. VEES	JACKSONVILLE	346-8258
Plumber	J. C. HAYES	SNEADS FERRY	327-7331
Plumber	M.S. HOFFMAN	JACKSONVILLE	455-3871
Plumber Worker	L. D. ALLEN	HOLLY RIDGE	329-4001 (Nights)
Plumber Worker	B. L. RUNYON	RICHLANDS	324-5376
Plumber Worker	M. L. CHADWICK	NEWPORT	393-2765
Plumber Helper	C. H. PALMER	JACKSONVILLE	353-1486
Plumber Helper	J. D. JOHNSTON	SWANSBORO	393-8809
Plumber Helper	C. R. WATKINS	MAPLE HILL	259-5884



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Laborer	A. L. MEADOWS	TRENTON	448-1411
Laborer	L. PICKETT	CHINQUAPIN	285-2088
<u>PIPEFITTING</u>			
Pipefitter General Foreman	R. W. LANIER	CHINQUAPIN	285-2598
Pipefitter Foreman	J. L. SPENCER	JACKSONVILLE	346-4636
Pipefitter Foreman	M. HUMPHREY	RICHLANDS	324-3423
Pipefitter	A. L. BRUINTON	RICHLANDS	324-2281
Pipefitter	G. BLAKE	WILMINGTON	686-7235
Pipefitter	J. E. FRAZIER	JACKSONVILLE	455-2255
Pipefitter	L. R. FUCILI	WALLACE	285-4384
Pipefitter	W. HALLEY	JACKSONVILLE	455-7223
Pipefitter	W. C. HARDISON	SNEADS FERRY	327-9491
Pipefitter	R. C. HATCHER	CHINQUAPIN	298-3736
Pipefitter	D. T. JENKINS	BEULAVILLE	324-4223 (Nights)
Pipefitter	J. ALBERTSON	CHINQUAPIN	285-7490
Pipefitter	D. A. PHELPS	HAMPSTEAD	329-8411 (NIGHTS)
Pipefitter	J. E. SHARPLESS	HAMPSTEAD	329-7391
Pipefitter	D. C. SMITH	MAYSVILLE	326-4248
Pipefitter	M. WEATHERINGTON	JACKSONVILLE	353-5607
Pipefitter	B. WILLIAMS	JACKSONVILLE	346-8359 (Nights)
Pipefitter	T. C. LANIER	MAPLE HILL	259-2403
Pipefitter	A. R. LANIER	JACKSONVILLE	455-0731
Pipefitter	L. REEVES	SWANSBORO	326-5810
Pipefitter Worker	R. HYMAN	JACKSONVILLE	324-5288
Pipefitter Worker	W. E. DARDEN	JACKSONVILLE	455-0883
Pipefitter Worker	B. SHIVAR	BEULAVILLE	298-4254
Pipefitter Helper	W. L. ANDERSON	JACKSONVILLE	324-4446
Pipefitter Worker	D. C. HILL	MIDWAY PARK	353-8067
Pipefitter Helper	W. J. MILLER	JACKSONVILLE	455-9515



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Welder	W. R. TYNDALL	DEEP RUN	527-5265
Welder	R. R. METTS	RICHLANDS	324-4933
Insulator	H. D. ODUM	HUBERT	347-6897
Insulator	B. G. HORNE	JACKSONVILLE	324-3380
Insulator	W. L. JOHNSON	KINSTON	523-1859
Insulator	W. PARKER, JR.	PINK HILL	298-5300
Maintenance Mechanic	A. E. SHEPARD	JACKSONVILLE	347-6897
Equipment Mechanic	B. P. ROCHELLE	JACKSONVILLE	346-4373
<u>MACHINE SHOP</u>			
Metalworking Shops Foreman	J. C. BYNUM, JR.	RICHLANDS	324-5718
Sheetmetal Mech Foremen	R. F. LANIER	CHINQUAPIN	285-4756
Machinist	T. C. BUTLER	JACKSONVILLE	347-2032
Welder	A. VELEZ III	STELLA	326-3074
Welder	R. G. GREEN	COMFORT	324-4683
Welder	R. M. JONES	CHINQUAPIN	298-5397
Welder	S. D. HURST	SWANSBORO	326-5659
Welder	W. O. SCHWETZKE	JACKSONVILLE	353-2051
Welder	W. R. FAULK	JACKSONVILLE	None
Sheetmetal Mechanic	C. ADAMS	PINK HILL	568-3081
Sheetmetal Mechanic	M. ROSSO III	JACKSONVILLE	353-0086
Sheetmetal Mechanic	B. J. GURGANUS	JACKSONVILLE	347-3607
Sheetmetal Mechanic	W. J. PARKER	JACKSONVILLE	347-4596
Sheetmetal Mechanic	R. A. OLSON	HUBERT	353-1123
Sheetmetal Mechanic	D. R. SCHWENDENMANN	JACKSONVILLE	347-5718
Sheetmetal Mechanic	J. S. MOORE	MAPLE HILL	259-9525
Sheetmetal Mechanic	J. P. HARRIS	JACKSONVILLE	455-0760
Welder	G. E. BERRY	SNEADS FERRY	327-3751
Welder	F. H. SLOAN	CHINQUAPIN	298-3461
Sheetmetal Mechanic Helper	E. WILSON	SWANSBORO	326-5794
Sheetmetal Mechanic Helper	A. N. MOBLEY	RICHLANDS	324-4928



BRANCHNAMETOWNHOME PHONE

GENERAL SERVICES BRANCH

Ground Structures General
Foreman

L. D. SHEPARD

SNEADS FERRY

327-2726

Secretary

C. SANDERS

RICHLANDS

None

GROUNDSKEEPINGGround Structures Foreman
Ground Structures Foreman

P. GURGANUS

WALLACE

285-2605

C. JONES

KINSTON

527-3041

Ground Structures Foreman
Ground Structures Foreman

B. BRANTLEY

VERONA

455-3803

Ground Structures Foreman

T. SHEPARD

JACKSONVILLE

347-3942

Asphalt Worker Leader
Asphalt Worker

N. PICKETT

MAPLE HILL

259-4289

L. F. GRANT

JACKSONVILLE

347-4473

Motor Vehicle Operator
Motor Vehicle Operator

P. E. DEAL

WATHA

259-5689

M. W. BROWN

CHINQUAPIN

285-3678

Motor Vehicle Operator
Motor Vehicle Operator

M. TURNEY

JACKSONVILLE

346-4479

G. FOUNTAIN

RICHLANDS

324-4560

Motor Vehicle Operator
Motor Vehicle Operator

H. FROST

MAYSVILLE

743-8961

B. MARKWICK

JACKSONVILLE

324-3545

Motor Vehicle Operator
Motor Vehicle Operator

M. WELLS

SWANSBORO

326-4240

B. F. JENKINS

RICHLANDS

324-3481

Motor Vehicle Operator
Motor Vehicle Operator

D. J. PEARSALL

KENANSVILLE

296-0494

D. R. HUFF

RICHLANDS

324-2656

Motor Vehicle Operator
Motor Vehicle Operator
Motor Vehicle Operator

G. WHITE

JACKSONVILLE

346-6236

F. TILLEY

KINSTON

527-0022

K. TRAISTER

JACKSONVILLE

455-0846

Tractor Operator

A. FRANKS

MAYSVILLE

743-3236



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Tractor Operator	K. COOKE	TRENTON	324-4812
Tractor Operator	D. MILLS	RICHLANDS	324-2137
Tractor Operator	J. M. MURRILL	TRENTON	448-4606
Tools & Parts Attendant	R. RHOADS	JACKSONVILLE	347-3549
Tools & Parts Attendant	F. LEAVEN	JACKSONVILLE	324-4912
Laborer	C. A. MCCARTER	JACKSONVILLE	353-3392
Laborer	C. BRYANT	POLLOCKSVILLE	224-5871
Laborer	A. BRANTLEY	JACKSONVILLE	353-4166
Laborer	C. BACON	JACKSONVILLE	455-1993
Laborer	W. J. DARDEN	JACKSONVILLE	None
Laborer	D. DAVIS	RICHLANDS	324-3923
Laborer	R. E. GRAFTON	JACKSONVILLE	346-3623
Laborer	R. WLX	HAMPSTEAD	329-5011
Laborer	E. L. HUMPHREY	RICHLANDS	324-4377
Laborer	W. J. JACKSON	TURKEY	NONE
Laborer	W. A. HALL	WILLARD	NONE
Laborer	E. KELLY	SWANSBORO	393-2440
Laborer	H. L. PETERSON	JACKSONVILLE	NONE
Laborer	S. A. PETERSON	BURGAW	259-9307
Laborer	P. L. POLLOCK	JACKSONVILLE	455-0155
Laborer	L. JONES	MAPLE HILL	259-5293
Laborer	B. RODGERS	SNEADS FERRY	327-8431
Laborer	A. MILLER	HUBERT	353-9978
Laborer	P. C. SMITH	JACKSONVILLE	455-3540
Laborer	M. HODGES	JACKSONVILLE	346-2850
Laborer	R. WIX	HAMPSTEAD	329-5011
Laborer	C. WOODS	JACKSONVILLE	347-4959

HEAVY EQUIPMENT

Transportation General Foreman	D. R. GURGANUS	WILMINGTON	799-0632
-----------------------------------	----------------	------------	----------



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Heavy Mobile Equipment Mechanic Foreman	S. KOONCE	JACKSONVILLE	455-4643
Clerk-Typist	R. YON	JACKSONVILLE	455-2646
Heavy Mobile Equipment Repair Inspector	G. FISHER	JACKSONVILLE	347-5394
Bridge Operator	B. BRIGHT	JACKSONVILLE	346-3897
Bridge Operator	W. BROWN	RICHLANDS	285-4458
Bridge Operator	W. HOBBS	RICHLANDS	346-3911
Bridge Operator	H. WARD	JACKSONVILLE	347-1368
Bridge Operator	J. MOORE	HUBERT	326-5477
Automotive Mechanic	D. NICHOLS	SWANSBORO	393-2757
Automotive Mechanic	M. LANIER	JACKSONVILLE	346-6167
Automotive Mechanic	B. ROBINSON	JACKSONVILLE	346-6870
Automotive Worker	J. F. PIERCE	WATHA	285-5452
Automotive Worker	R. S. SWAIN	MAYSVILLE	743-8931
Crane Inspector	R. HUFFMAN	JACKSONVILLE	347-1336
Mobile Equip. Servicer	R. BANNERMAN	MAPLE HILL	259-5328
Heavy Mobile Equip. Mech.	C. HERMANSON	STELLA	326-5346
Heavy Mobile Equip. Mech.	A. MITCHELL	TRENTON	324-3600
Heavy Mobile Equip. Mech.	A. MOBLEY	BEULAVILLE	298-4871
Heavy Mobile Equip. Mech.	C. PHILLIPS	JACKSONVILLE	None
Heavy Mobile Equip. Mech.	R. D. ROGERS	HUBERT	326-3382
Heavy Mobile Equip. Mech.	R. TRIM	JACKSONVILLE	347-1301
Engineering Equip. Operator	F. CANADY	POLLOCKSVILLE	224-5581
Engineering Equip. Operator	L. JARMAN	COMFORT	324-3949
Engineering Equip. Operator	A. B. DEW	BEULAVILLE	298-3140
Engineering Equip. Operator	T. L. SLOAN	CHINQUAPIN	298-4851
Engineering Equip. Operator	C. HENDERSON	JACKSONVILLE	455-1371
Engineering Equip. Operator	S. HUFF	RICHLANDS	324-2327
Engineering Equip. Operator	W. McALISTER	JACKSONVILLE	455-7708
Engineering Equip. Operator	R. D. SMITH	JACKSONVILLE	346-4745



<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
Engineering Equip. Operator	R. D. GOODSON	JACKSONVILLE	455-2862
Engineering Equip. Operator	W. R. CAMP	JACKSONVILLE	353-3192
Engineering Equip. Operator	W. C. WOOTEN	JACKSONVILLE	347-5337
Engineering Equip. Operator	B. J. THOMAS	MIDWAY PARK	353-8239
Engineering Equip. Operator	A. D. GARRIS	WATHA	285-5955
Engineering Equip. Operator	P. N. DALTON	MIDWAY PARK	353-6749
Welder	J. D. WETHERINGTON	HUBERT	326-5413
Motor Vehicle Operator	L. L. HUNT	JACKSONVILLE	455-7590
Motor Vehicle Operator	E. R. JARMAN	JACKSONVILLE	346-3045
Motor Vehicle Operator	L. RIVERA-CRUZ	JACKSONVILLE	353-5212
Motor Vehicle Operator	J. CRAZYBEAR	JACKSONVILLE	346-6537
Small Engine Repairer	R. J. THOMPSON	BEULAVILLE	None
Small Engine Repairer	T. WILLIAMS	MIDWAY PARK	353-9068
Small Engine Repairer	H. J. RIVELL	SWANSBORO	326-4874
<u>SANITATION</u>			
Sanitation Foreman	M. GIBBS	NEW BERN	638-8223
Motor Vehicle Operator	W. H. ANDREWS	MAYSVILLE	743-7771
Motor Vehicle Operator	D. BAXLEY	SWANSBORO	326-3634
Motor Vehicle Operator	P. DEEVER	PINEY GREEN	353-7353
Motor Vehicle Operator	T. ELLIOTT	SWANSBORO	326-5694
Motor Vehicle Operator	R. ELLIS	MAYSVILLE	743-1161
Motor Vehicle Operator	J. G. JONES	BELGRADE	743-5271
Motor Vehicle Operator	E. S. LANGSTON	CHINQUAPIN	285-2521
Motor Vehicle Operator	M. LEE	MAPLE HILL	347-3209
Motor Vehicle Operator	J. A. WATKINS	MAPLE HILL	259-5884
Motor Vehicle Operator	D. RICHARDSON	MAPLE HILL	259-2458
Engineering Equip Operator	G. W. PRICE	SWANSBORO	393-8342
Engineering Equip Operator	R. NELSON	NEW BERN	637-2327
Equipment Cleaner	W. JAKUBOWSKI	JACKSONVILLE	346--3605



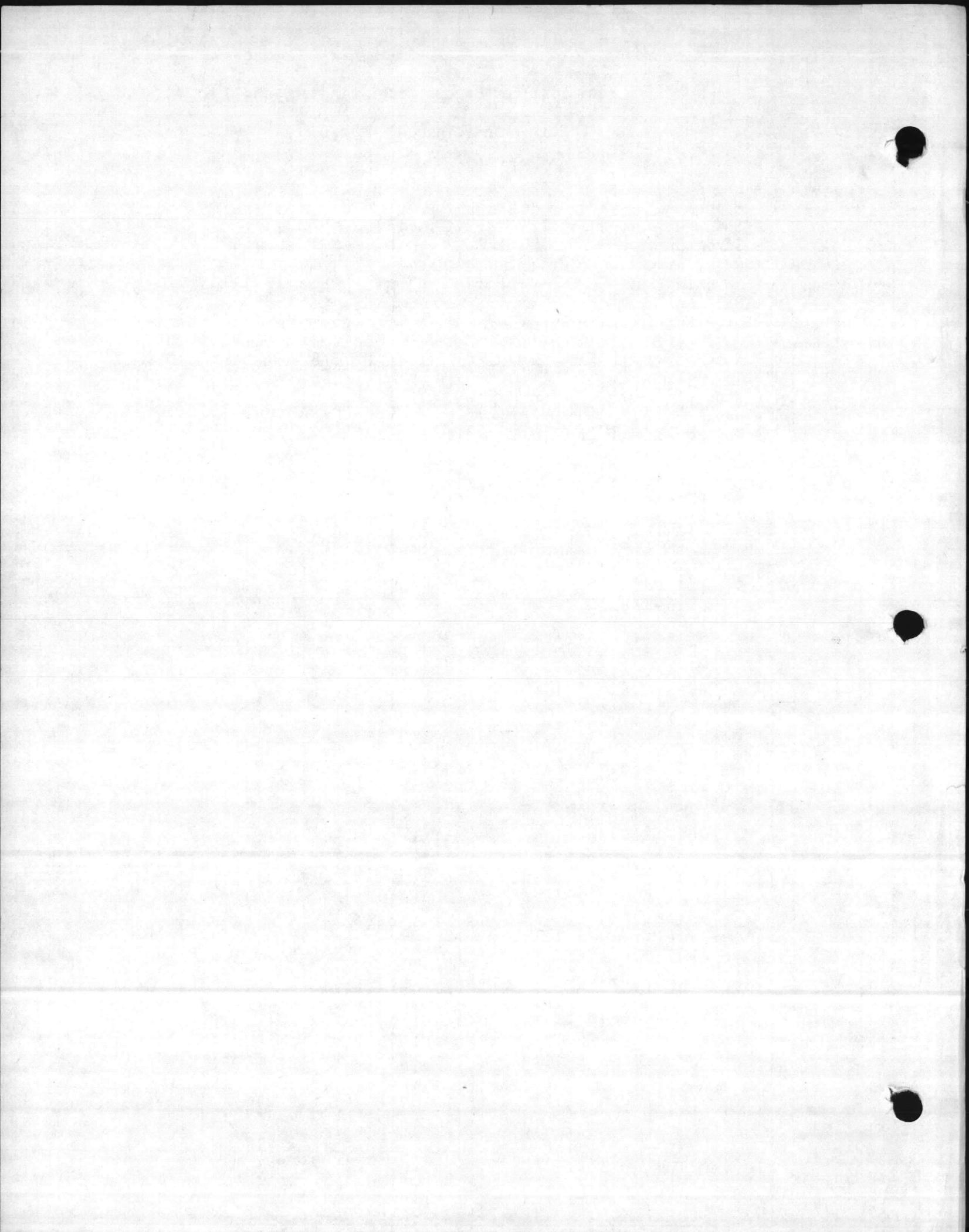
<u>BRANCH</u>	<u>NAME</u>	<u>TOWN</u>	<u>HOME PHONE</u>
<u>INSECT VECTOR CONTROL</u>			
Pest Controller Foreman	M. GRAY	SWANSBORO	326-4677
Pest Controller Leader	J. D. KELLUM	JACKSONVILLE	346-8044
Pest Controller	G. W. BLACKBURN	HUBERT	326-5912
Pest Controller	J. E. FARRIOR	KENANSVILLE	296-1199
Pest Controller	P. C. HEMBY	JACKSONVILLE	455-1582
Pest Controller	E. A. ROCHELLE	VERONA	455-9758
Pest Controller	R. L. MURRELL	TRENTON	448-4491
Pest Controller	P. D. PHILLIPS	KINSTON	527-1843
Pest Controller	T. JONES	PINK HILL	568-3535
Pest Controller	R. C. THIRY	JACKSONVILLE	324-4901
Pest Controller	R. BECTON	HAVELOCK	447-8731
<u>LANDSCAPING SECTION</u>			
Laborer Leader	R. N. SCHUSTER	EMERALD ISLE	354-2683
Motor Vehicle Operator	J. H. PICKETT	STELLA	326-8994
Motor Vehicle Operator	G. E. CODWISE	JACKSONVILLE	347-4425
Motor Vehicle Operator	R. BOWDEN	TURKEY	293-4262
Laborer	R. ALBOHN	JACKSONVILLE	455-0786
Laborer	F. M. POWERS	MAPLE HILL	259-4369
Laborer	E. F. SAUTER	JACKSONVILLE	353-6402
Gardener	E. McCULLOUGH	HUBERT	577-7299
Gardener	F. WISDOW	JACKSONVILLE	353-6201



Tool List for Electrician (Lineman) and
Electrician (Lineman) Helper

- 1 - Wrench Adjustable 12"
- 1 - Wrench Adjustable 8"
- 1 - Screw Driver 12"
- 1 - Screw Driver 6"
- 1 - Rule, Six Ft., Folding Wood
- 1 - Skinning Knife
- 1 - Ball Pein Hammer 16 oz.
- 1 - Side Cutting Pliers, 9"
- 1 - Pump Pliers, 10"
- 1 - Ratchet Wrench Set, Sockets 1/2", 9/16", 5/8" and 3/4"
- 1 - Pair Climbers
- 1 - Wood Bit Brace 10" or 12"
- 1 - Hacksaw
- 1 - Voltage Tester (110 to 550 volts A.C.)
- 1 - Tool Box

Ref: B0 12594.2C



**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

or more personnel to respond cannot only jeopardize continued operation of essential services but may endanger fellow team members or base residents dependent upon their presence.

C. SPECIAL INSTRUCTIONS.

1. Recall Guidelines. Recall of essential personnel should be accomplished as soon as possible after announcement of the appropriate storm condition. Recall of personnel during the latter stages of Condition I should be exercised with caution.

2. Upon notification, employees will be given a reasonable amount of time to report to work. Employees should be prepared to work based upon the condition, nature, and anticipated duration of the emergency. Employees who experience personal problems while on the job or upon notification to report to work will discuss the problem with the supervisor for resolution.

3. Should the emergency extend for several days and the Activity Head decides that other support personnel are needed to work, the employees shall be notified as to when and where to report and, if possible, the approximate duration of such duty.

4. While on duty during declared emergencies, and in accordance with BO 2305.5J, essential personnel will be afforded the opportunity to contact their families to ensure their safety and to the maximum extent possible, will be permitted to answer incoming calls, provided the use of phones will not interfere with disaster recovery operations.

5. During emergency conditions, supervisors will provide employees adequate opportunity to rest to ensure their health and safety are maintained while considering the availability of other support personnel and the critical nature of the mission at hand. Supervisors will maintain contact with employees either by communication devices or other methods as the employees perform their duties.

6. If practical, employees will be afforded access to dining facilities during regular operating hours. Employees are exempt from paying meal surcharges in accordance with Base Bulletin 10110.

7. During emergency situations when essential personnel are recalled for duty with any of the Armed Forces Reserves or National Guard units, they will be excused from their civilian essential duty assignments until such active duty orders are cancelled.



**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

8. Any employee required to perform essential services during a declared emergency will be compensated for all work performed in accordance with the Fair Labor Standards Act and Title 5 of the U. S. Code.



12000
MAIN

BASE MAINTENANCE DIVISION

DIRECTORY
OF

KEY PERSONNEL

1 AUGUST 1992



**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB B (Condition III Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance and Repair Generator Team

DUTIES: Position portable generators in accordance with Appendix D.

WHEN CALLED: Condition III.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Elec Equip Mech WG-10	X		X	41	-----	-----
Electrician WG-10	X		X	.	-----	-----
Electrician WG-10	X		X	.	-----	-----
Elec Worker WG-08	X		X	.	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Trucks with trailer hitches, tools, radio/beeper.

SPECIAL INSTRUCTIONS: Generators to be moved to assigned locations and connected into double throw switches.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

TAB B (Condition III Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Road/Bridge Sanding Team I (MCB)

DUTIES: Sand bridges and overpasses as required.

WHEN CALLED: Condition III. (See Special Instructions.)

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Motor Veh Operator			X	71	-----
Motor Veh Operator			X	-	-----
Heavy Equip Operator			X	72	-----
-----	--	--	--	-----	-----
-----	--	--	--	-----	-----

EQUIPMENT REQUIREMENTS: Two dump truck with sand spindles
One Front End Loader.

SPECIAL INSTRUCTIONS: Trucks to be staged at Bldg 1114 or 738..
Essential personnel to be recalled during
Condition II. Sand to be picked up at
Bldg 45 prior to staging.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB B (Condition III Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Road Sanding Team II (MCAS)

DUTIES: Sand bridges and overpasses as required.

WHEN CALLED: Condition III.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Motor Veh Operator			X	32	-----
Heavy Equip Operator			X	.	-----
-----	--	--	--	-----	-----
-----	--	--	--	-----	-----

EQUIPMENT REQUIREMENTS: One dump truck with sand spindles
One Motor grader.

SPECIAL INSTRUCTIONS: Sand to be picked up at Bldg AS-122.
Stage material and equipment at AS-122.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Damage Control and Recovery Center (DCRC) Team

DUTIES: Man the Damage Control and Recovery Center.

WHEN CALLED: Condition II or upon direction of the AC/S Facilities.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>		<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des W</u>	<u>Snow</u>			
Opns Officer	X	X	Opns	-----	-----
Maint NCOIC	X	X	.	-----	-----
Duty NCO	X	X	.	-----	-----
Duty NCO	X	X	.	-----	-----
Planner/Estimator	X		.	-----	-----
Inspector	X		.	-----	-----
Supply Technician	X	X	Admin	-----	-----
Senior Supv, M&R	X	X	M&R	-----	-----
Senior Supv, Util	X	X	Util	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS: See Section VII.

SPECIAL INSTRUCTIONS: See Section VII.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Emergency Generator Team (MCAS/Geiger)

DUTIES: Hook up and test emergency generators.
Secure loose gear.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Maintenance Foreman	X		X	32	-----	-----
Electrician WG-10	X		X	.	-----	-----
Electrician WG-10	X		X	.	-----	-----
Elect (HV) WG-10	X		X	.	-----	-----
Elect (HV) WG-10	X		X	.	-----	-----
A/C Mech WG-10	X		X	.	-----	-----
Pipefitter WG-10	X		X	.	-----	-----
Plumber WG-10	X		X	.	-----	-----
Carpenter WG-09	X		X	.	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Bucket truck, 4-wheel drive vehicle.

SPECIAL INSTRUCTIONS: Respond to directions from Base Maintenance (DCRC) and MCAS (DWOC).

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Generator Team

DUTIES: Complete connections on generators at facilities with double throw switches.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Elect Equip Mech WG-10	X		X	41	-----
Electrician WG-10	X		X	41	-----
Electrician Wkr WG-8	X		X	41	-----
Electrician Wkr WG-8	X		X	41	-----
-----	--		--	-----	-----
-----	--		--	-----	-----

EQUIPMENT REQUIREMENTS: Trucks w/trailer hitches, tools, radio.

SPECIAL INSTRUCTIONS: Report to or remain in work spaces as directed and receive instructions passed down during emergency operations. Draw emergency rations and foul weather gear from the DCRC. Gas all vehicles..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Destructive Weather Team

DUTIES: Respond to emergencies as directed.

WHEN CALLED: Condition II.

**CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC**

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
A/C Mech Frmn WS-10	X	X		53	-----	-----
Carpenter Frmn WS-9/10	X	X		41	-----	-----
Electrical Frmn WS-10	X	X		41	-----	-----
Galley Eq Mech WG-9	X	X		53	-----	-----
Pipefitter WG-8/10	X	X		M&R	-----	-----
Pipefitter WG-8/10	X	X		M&R	-----	-----
Plumber WG-9	X	X		M&R	-----	-----
Plumber WG-9	X	X		M&R	-----	-----
Plumber WG-9	X	X		M&R	-----	-----
Plumber WG-9	X	X		M&R	-----	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----	-----
HVAC WG-10	X	X		53	-----	-----
HVAC WG-10	X	X		53	-----	-----
HVAC WG-10	X	X		53	-----	-----
Indus Mech (Gas) WG-10	X	X		53	-----	-----
Welder WG-10	X	X		63	-----	-----
Instrument Mech WG-10	X	X		53	-----	-----
Instrument Mech WG-10	X	X		53	-----	-----
-----	--	--		-----	-----	-----
-----	--	--		-----	-----	-----

EQUIPMENT REQUIREMENTS: Trucks, tools, radio/beeper.

SPECIAL INSTRUCTIONS: Report to or remain in work spaces as directed and receive instructions passed down during emergency operations. Draw emergency rations and foul weather gear from the DCRC. Gas all vehicles and provide assistance in securing buildings and facilities at Onslow Beach as directed..

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Destructive Weather Team (TT Area)

DUTIES: Respond to emergencies as directed.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Maint Foreman WS-10	X	X	33	-----	-----
Plumber WG-9	X	X	33	-----	-----
Plumber WG-9	X	X	33	-----	-----
Carpenter WG-7/9	X	X	33	-----	-----
Carpenter WG-7/9	X	X	33	-----	-----
A/C Equip Mech WG-8	X	X	33	-----	-----
A/C Equip Mech WG-8	X	X	33	-----	-----
Electrician WG-8/10	X	X	33	-----	-----
Electrician WG-8/10	X	X	33	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Trucks, tools, radio/beeper.

SPECIAL INSTRUCTIONS: Report to or remain in work spaces as directed and receive instructions passed down during emergency operations. Draw emergency rations and foul weather gear from the DCRC. Gas all vehicles and provide assistance in securing buildings and facilities in Tarawa Terrace area as directed..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Electrical Distribution Repair Team #1

DUTIES: Repair damaged powerlines needed to restore emergency electrical power to bldgs. Cut off power to broken lines which would start fires or endanger personnel

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Elect (HV) Frmn	X		X	82	-----	----
Electrician (HV)	X		X	82	-----	----
Electrician (HV)	X		X	82	-----	----
-----	--		--	-----	-----	----
-----	--		--	-----	-----	----

EQUIPMENT REQUIREMENTS: Bucket Truck, tools, safety equipment.

SPECIAL INSTRUCTIONS:

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Electrical Distribution Repair Team #2

DUTIES: Repair damaged powerlines needed to restore emergency electrical power to bldgs. Cut off power to broken lines which would start fires or endanger personnel

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Electrician (HV)	X		X	82	-----	----
Electrician (HV)	X		X	82	-----	----
Electrician (HV)	X			82	-----	----
-----	--		--	-----	-----	----
-----	--		--	-----	-----	----

EQUIPMENT REQUIREMENTS: Bucket Truck, tools, safety equipment.

SPECIAL INSTRUCTIONS:

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Roads and Grounds Team (MCAS/Geiger)

DUTIES: Move/Secure materials, etc.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

Title	Required for			Shop	Name	Tele
	Des	W	Snow			
Gds Struc Foreman	X		X	32	-----	-----
Motor Veh Operator	X		X	.	-----	-----
Motor Veh Operator	X			.	-----	-----
Motor Veh Operator	X			.	-----	-----
Heavy Equip Operator	X			.	-----	-----
Heavy Equip Operator	X			.	-----	-----
Laborer	X			.	-----	-----
Laborer	X			.	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Dump trucks

SPECIAL INSTRUCTIONS: Remove all hanging signs. Move loose material inside. During snow conditions. have plow and spreader installed on truck.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Steam Generation)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>		<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W Snow</u>			
Boiler Plt Oper Frmn	X	X	81	-----	-----
Boiler Plt Eq Mech Frmn	X	X	.	-----	-----
Instrument Mech	X	X	.	-----	-----
Boiler Mechanic	X	X	.	-----	-----
Boiler Mechanic	X	X	.	-----	-----
Boiler Mechanic	X	X	.	-----	-----
Boiler Mechanic	X	X	.	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive .
Weather/Disaster Preparedness SOP..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Steam Distribution)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Steam Dist Foreman	X		X	81	-----
Pipefitter	X		X	.	-----
Pipefitter	X		X	.	-----
Pipefitter	X		X	.	-----
Pipefitter	X		X	.	-----
Pipefitter	X		X	.	-----
Pipefitter	X		X	.	-----
Welder	X		X	.	-----
-----	--		--	-----	-----
-----	--		--	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive .
Weather/Disaster Preparedness SOP..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Water Treatment)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des W</u>	<u>Snow</u>	<u>Shop</u>		
Water Plt Oper Frmn	X	X	83	-----	-----
Instrument Mech	X	X	.	-----	-----
Mechanic	X	X	.	-----	-----
Mechanic	X	X	.	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive Weather/Disaster Preparedness SOP.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Sewage Treatment)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Sewage Plt Oper Frmn	X	X	X	84	-----	-----
Instrument Mech	X	X	X	.	-----	-----
Mechanic	X	X	X	.	-----	-----
Mechanic	X	X	X	.	-----	-----
Welder	X	X	X	.	-----	-----
-----	--	--	--	-----	-----	-----
-----	--	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive .
Weather/Disaster Preparedness SOP..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Electric Distribution)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Electrician (HV) Frmn	X	X	X	82	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
Electrician (HV)	X	X	X	.	-----	-----
-----	--	--	--	----	-----	-----
-----	--	--	--	----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive Weather/Disaster Preparedness SOP.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Outside Plumbing)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Plumber Foreman	X		X	86	-----	-----
Plumber	X		X	.	-----	-----
Plumber	X		X	.	-----	-----
Plumber			X	.	-----	-----
Plumber Wkr	X		X	.	-----	-----
Plumber Wkr	X		X	.	-----	-----
Plumber Helper	X		X	.	-----	-----
Plumber Helper	X		X	.	-----	-----
Plumber Helper	X		X	.	-----	-----
Laborer	X		X	.	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive .
Weather/Disaster Preparedness SOP..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB C (Condition II Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Snow Plow Team 1 (Marine Corps Base)

DUTIES: Prepare to plow priority streets and parking areas as directed.

WHEN CALLED: Condition II.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Engr Equip Operator			X	72	-----
Engr Equip Operator			X	.	-----
Engr Equip Operator			X	.	-----
Engr Equip Operator			X	.	-----
-----	--	--	--	-----	-----
-----	--	--	--	-----	-----

EQUIPMENT REQUIREMENTS: Four motor graders.

SPECIAL INSTRUCTIONS: Motor graders to be staged at Bldg 45 and Bldg 73B.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Damage Control and Recovery Center (DCRC) Augmentation Team

DUTIES: Man the Damage Control and Recovery Center.

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Supv P&E	X			Opns	-----	-----
Planner/Estimator	X			.	-----	-----
Inspection Frmn	X			.	-----	-----
Work Rec Clerk	X		X	.	-----	-----
Work Rec Clerk	X		X	.	-----	-----
Gen Svcs Gen Frmn	X		X	M&R	-----	-----
Senior Supv, Util	X		X	Util	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS: See Section VII.

SPECIAL INSTRUCTIONS: See Section VII.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Generator Team

DUTIES: Respond to emergencies as directed by the DCRC.

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Elect Equip Mech WG-10	X		X	41	-----
Electrician WG-10	X		X	41	-----
Electrician Wkr WG-B	X		X	41	-----
Electrician Wkr WG-B	X		X	41	-----
-----	--		--	-----	-----
-----	--		--	-----	-----

EQUIPMENT REQUIREMENTS: Trucks w/trailer hitches, tools, radio.

SPECIAL INSTRUCTIONS: Stand by the Damage Control and Recovery Center for further instructions.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Destructive Weather Team (TT Area)

DUTIES: Respond to emergencies as directed and shut down all large air conditioning units.

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Elect Eq Mech WG-10	X	X	33	-----	-----
Plumber WG-9	X	X	33	-----	-----
Plumber WG-9	X	X	33	-----	-----
A/C Equip Mech WG-8	X	X	33	-----	-----
A/C Equip Mech WG-8	X	X	33	-----	-----
Electrician WG-8/10	X	X	33	-----	-----
Electrician WG-8/10	X	X	33	-----	-----
Carpenter WG-07/09	X	X	33	-----	-----
Carpenter WG-07/09	X	X	33	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Trucks, tools, radio/beeper.

SPECIAL INSTRUCTIONS: Call additional personnel as required. Report to immediate supervisor, the completion of preparations and the location of designated duty personnel. Report personal injuries to immediate supervisor or DCRC. Report damages to the DCRC as they occur. Attempt to keep damage from elements to a minimum. Weather permitting, survey damage and make repairs. Shut down all large A/C units to preclude equipment breakdown in the event of single phase..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Maintenance & Repair Destructive Weather Team

DUTIES: Provide emergency maintenance services and shut down all large air conditioning units.

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
A/C Mech Frmn WS-10	X	X		53	-----
Carpenter Frmn WS-9/10	X	X		41	-----
Electrical Frmn WS-10	X	X		41	-----
Galley Eq Mech WG-9	X	X		53	-----
Pipefitter WG-8/10	X	X		M&R	-----
Pipefitter WG-8/10	X	X		M&R	-----
Plumber WG-9	X	X		M&R	-----
Plumber WG-9	X	X		M&R	-----
Plumber WG-9	X	X		M&R	-----
Plumber WG-9	X	X		M&R	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----
Carp/Maint Wkr WG-8/9	X	X		M&R	-----
HVAC WG-10	X	X		53	-----
HVAC WG-10	X	X		53	-----
HVAC WG-10	X	X		53	-----
HVAC WG-10	X	X		53	-----
Indus Mech (Gas) WG-10	X	X		53	-----
Welder WG-10	X	X		63	-----
Instrument Mech WG-10	X	X		53	-----
Instrument Mech WG-10	X	X		53	-----
-----	--	--		-----	-----

EQUIPMENT REQUIREMENTS: Trucks, tools, radio/beeper.

SPECIAL INSTRUCTIONS: Call additional personnel as required. Report to immediate supervisor, the completion of preparations and the location of designated duty personnel. Report personal injuries to immediate supervisor or DCRC. Report damages to the DCRC as they occur. Attempt to keep damage from elements to a minimum. Weather permitting, survey damage and make repairs. Shut down all large A/C units, except H-type barracks, to preclude equipment breakdown in the event of single phase..

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Roads and Grounds Team (MCAS/Geiger)

DUTIES: Keep designated roads open and storm drains clear of debris. Spread deicing compound at entrances to bldgs.

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>		
Gds Struc Foreman	X	X	32	-----	-----
Motor Veh Operator	X	X	.	-----	-----
Heavy Equip Operator	X	X	.	-----	-----
Laborer	X	X	.	-----	-----
-----	--	--	-----	-----	-----
-----	--	--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Dump truck, 4-wheel drive pickup, motor grader.

SPECIAL INSTRUCTIONS: Sand should be dry for spreading..
Snow removal per Appendix E.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Destructive Weather Team (MCAS/Geiger)

DUTIES: Perform emergency repairs as required

WHEN CALLED: Condition I.

CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Night Foreman/NCO or DCRC

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Maint Gen Foreman	X		X	32	-----	-----
Maint Foreman	X		X	.	-----	-----
Electrician	X		X	.	-----	-----
Electrician (HV)	X		X	.	-----	-----
A/C Eq Mechanic	X		X	.	-----	-----
A/C Eq Mechanic	X		X	.	-----	-----
Pipefitter	X		X	.	-----	-----
Plumber	X		X	.	-----	-----
Carpenter	X		X	.	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS: Bucket truck, 4-wheel drive vehicle.

SPECIAL INSTRUCTIONS: Respond to directions from the DCRC (Base Maintenance and the DWOC (MCAS)).

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB D (Condition I Call Back) to APPENDIX B (Assignment of Essential Personnel)

TEAM: Disaster Control Team (Utility Operations)

DUTIES: Perform emergency actions as outlined in Section III.

WHEN CALLED: Condition I.

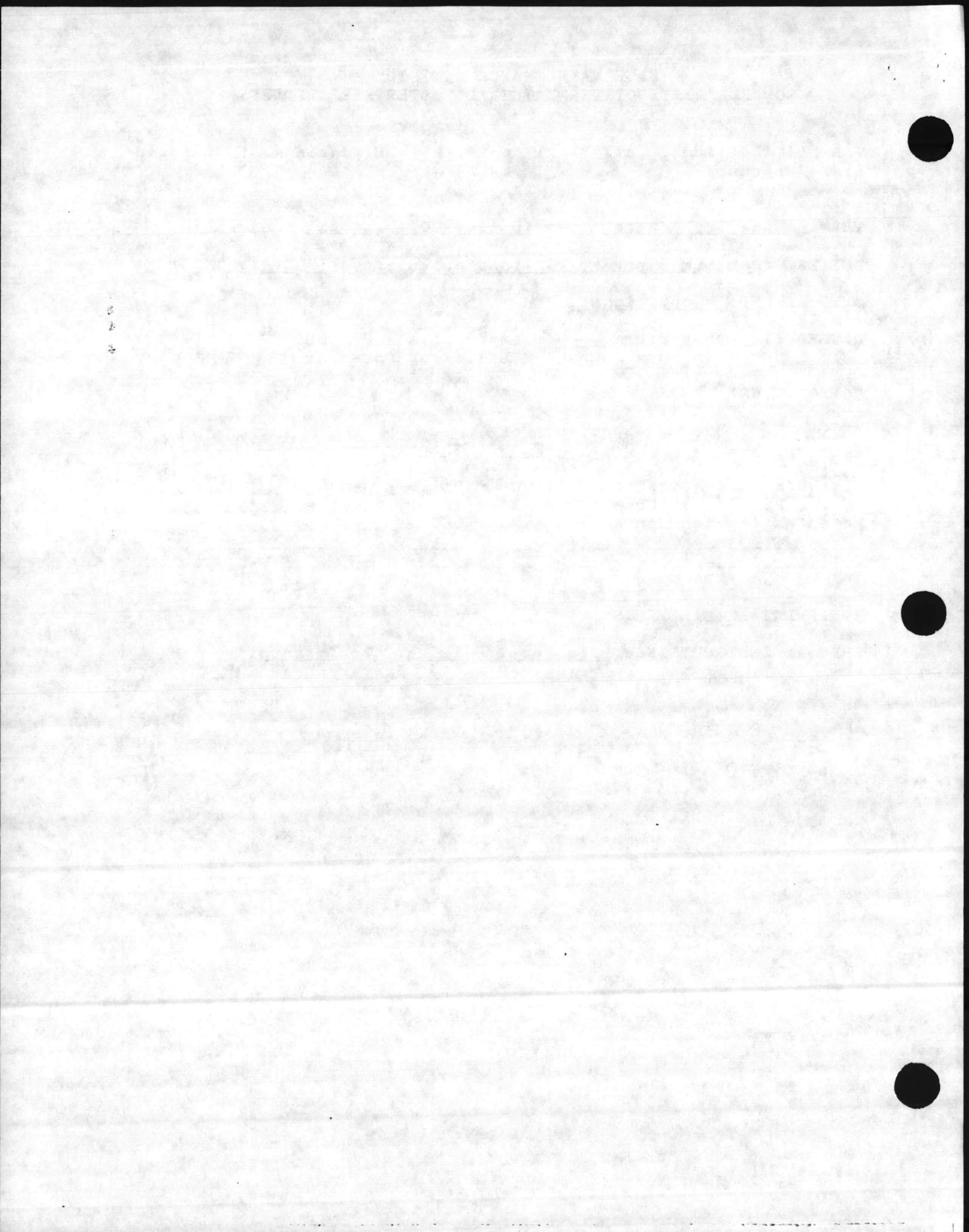
CALLED BY: Duty Hours - Appropriate Branch
Non-duty Hours - Utilities Foreman

COMPOSITION:

<u>Title</u>	<u>Required for</u>			<u>Shop</u>	<u>Name</u>	<u>Tele</u>
	<u>Des</u>	<u>W</u>	<u>Snow</u>			
Asst Utilities Director	X		X	Util	-----	-----
Boiler Plt Op Gen Frmn	X		X	81	-----	-----
Water/Wastewater Gen F	X		X	83	-----	-----
-----	--		--	-----	-----	-----
-----	--		--	-----	-----	-----

EQUIPMENT REQUIREMENTS:

SPECIAL INSTRUCTIONS: See Section III of the Destructive .
Weather/Disaster Preparedness SOP..



BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

APPENDIX C

COMMUNICATIONS

A. PURPOSE. To provide adequate communications in support of destructive weather/disaster operations.

B. COMMUNICATIONS MEANS. Routine communications sources (telephone and commercial radio) normally utilized within the Base Maintenance Division will be available. Additionally, the Damage Control and Recovery Center (DCRC) may be augmented with tactical military radio equipment as deemed necessary.

1. Telephone.

a. Telephone service will be the primary means of communication during emergencies until disrupted. Telephone use will be limited to emergency type matters as much as possible.

b. Omni-Command Group Conference Phone Circuit (red command phone). This telephone provides the capability of instant telephone communications from the Emergency Operations Center (EOC) and the Damage Control and Recovery Center.

(1) Stations on this circuit are:

Marine Corps Base (EOC)
II Marine Expeditionary Force
2d Marine Division
2d Force Service Support Group
6th Marine Expeditionary Brigade
U. S. Naval Hospital
Camp Geiger Area Commander
2d Surveillance, Reconnaissance and Intelligence
Group
Field Medical Service School
Marine Corps Service Support Schools
Marine Corps Engineer School
Reserve Support Unit
School of Infantry
Marine Corps Air Station, New River
Naval Dental Clinic
Assistant Chief of Staff, Logistics
Provost Marshal
Rifle Range Detachment
Base Maintenance (DCRC)
Headquarters and Support Battalion, MCB
Base Motor Transport Office
Fire Department
Base Communications Center

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

(2) Operating Procedures. When the EOC activates the circuit, all stations will ring continuously until answered. The following will be announced from the EOC: "This is a group conference call; do not hang up; message to follow". Once all stations have answered, the message will be broadcast. Upon completion of the message, the EOC will call the names of each station individually. If station called has copied the message and understands it thoroughly, it will signify by announcing the station operator's initials. Then and only then will the station hang up.

2. Radio.

a. Disaster Recovery Net.

(1) Purpose. Units providing emergency services during a disaster situation monitor this net and receive prioritized taskings from the EOC, and also provide communications with civilian disaster relief services in case telephone systems were to fail.

(2) Call Signs/Stations (Frequency 38.05 MHZ).

<u>Call Sign</u>	<u>Station</u>
Strait Jacket	MCB EOC (Net Control)
Stand Pat	Base Communications
Stoneybrook	Onslow County Civil Defense
Febula	Provost Marshal
Lotion	Fire Department
Boatswain	Base Maintenance (DCRC)

(3) All stations will establish this net when directed or upon setting Condition II.

b. Maintenance Operations Net.

(1) Purpose. To provide internal communications to sections of the Maintenance and Repair Branch and other augmented support elements having access to this frequency.

(2) Call Signs to be announced as appropriate.

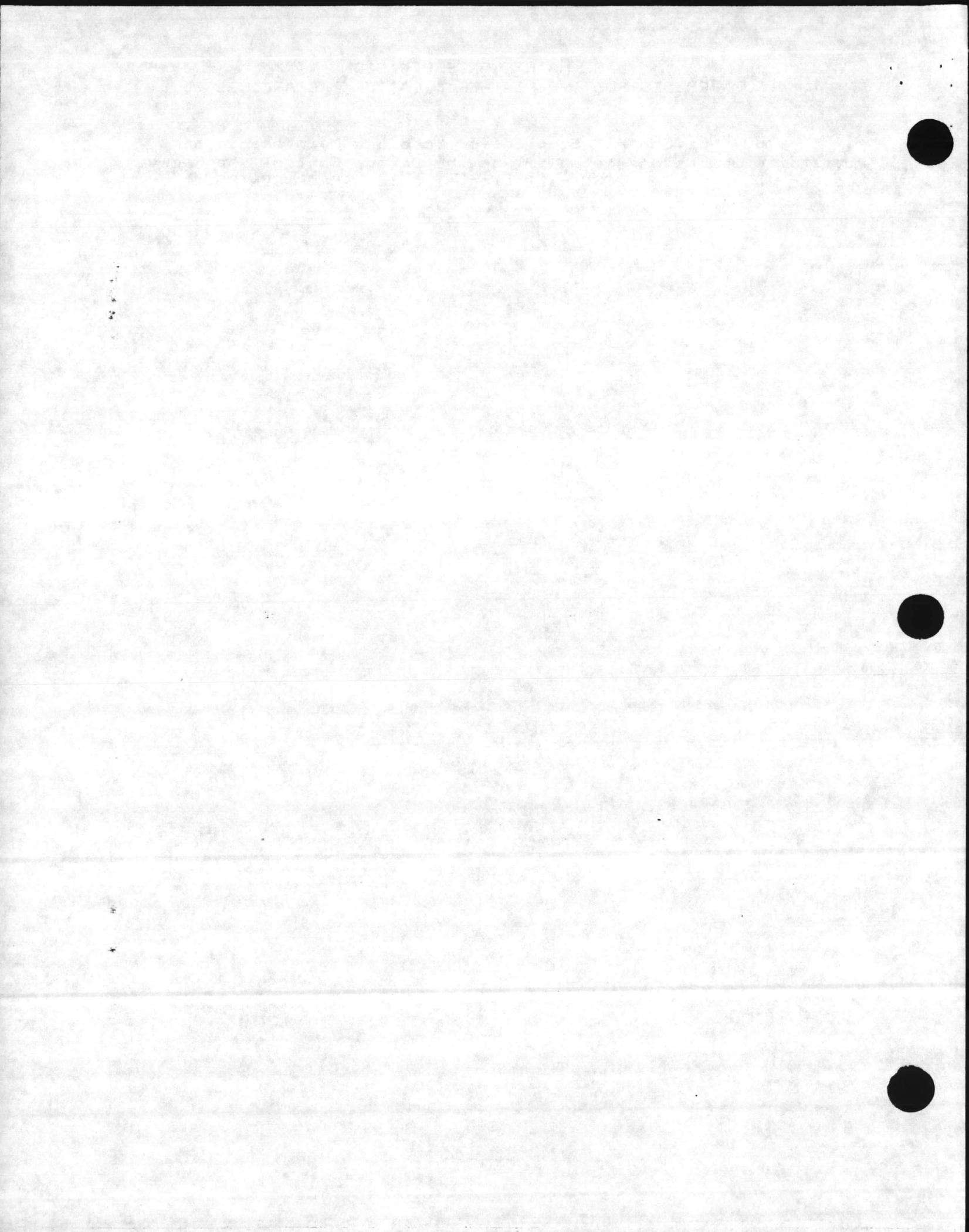
c. Utilities Operations Net.

(1) Purpose. To provide internal communications to sections within the Utilities Branch and other augmented support elements having access to this frequency.

(2) Call Signs to be announced as appropriate.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

d. Net Control Station for both the Maintenance and Utilities Operations Nets will be the Damage Control and Recovery Center (DCRC). The DCRC call sign will be DAMAGE CONTROL.



**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

APPENDIX D

EMERGENCY POWER PLAN

A. GENERAL.

1. During disaster or destructive weather that causes interruption of commercial power, essential electrical service to maintain command and control, operation of emergency shelters, communications, essential feeding, fire protection, other essential services and utilities operations will be provided, where possible, by generator.

2. Those facilities for which emergency power cannot be provided by local sources will receive priority maintenance to restore lost power in the event of a commercial power failure. Accordingly, all necessary precautions should be taken to preserve refrigerated or frozen foods and to provide emergency messing.

3. Generator assets organic to Marine Corps Base are insufficient to provide all requirements for emergency electrical service during destructive weather or disaster. Consequently, augmentation from tenant units is required. A complete listing of generator assets provided by other activities is contained in Appendix D to the Marine Corps Base Disaster Preparedness Manual.

4. Activities having buildings that requires an emergency generator as found in TAB A of this Appendix should have identified the exact spot where the generator connects to the electrical panel and marked its location. This should allow for easy identification by maintenance personnel who hook up and service the generators. It is recommended, however, that newly assigned generator operators/repairmen become familiar with these locations prior to the storm season.

B. PURPOSE. To provide guidance and procedures to be followed upon implementation of the Emergency Power Plan.

C. CONCEPT.

1. Upon notification of Destructive Weather Condition IV generator assets required to support the Emergency Power Plan should be staged and tested to ensure availability and serviceability.

2. Upon setting Destructive Weather Condition III, or as directed by the Emergency Operations Center (EOC), generators will be moved to their assigned locations.

3. Upon setting Destructive Weather Condition II, or as

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

directed by the EOC, operators will assume their positions and remain until notified to stand down by the Damage Control and Recovery Center (DCRC) or the EOC. NOTE: operators of Base Maintenance supplied generators will be staged and dispatched from the DCRC located in Bldg 1202. Essential personnel requirements to support the Emergency Power Plan are identified in Appendix B.

D. DESIGNATED FACILITIES.

1. Only facilities listed in TAB A are authorized emergency power service by portable generators. Under no circumstances will tenant activities hook up T/E generator assets to facilities or electrical distribution systems without the expressed approval of the DCRC and, if approved, the work will be accomplished only by qualified Base Maintenance personnel.

2. Activities responsible for facilities listed in TAB A are required to arrange for billeting and messing of the portable generator operators if they are required to remain at that location.

E. RESPONSIBILITIES.

1. Director, Maintenance and Repair Branch.

a. Destructive Weather Condition IV.

(1) Ensure that generator assets noted in TAB A are staged and tested for availability and serviceability.

(2) Ensure that permanently installed generators noted in TAB B which have BMO (M&R) operator responsibility are in operating condition.

(3) Review essential personnel requirements and update the listing as appropriate.

(4) Advise the Operations Branch of generator status.

b. Destructive Weather Condition III.

(1) Move generator assets noted in TAB A to their assigned locations. Advise the Operations Branch upon completion.

(2) Identify and assign essential personnel requirements necessary to man generators noted in TAB A and those generators noted in TAB B which have BMO (M&R) operator responsibility.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

c. Destructive Weather Condition II.

(1) Notify operators to report to the DCRC for further instructions. Where possible, provide operators with mobile radio communications.

(2) Operators assigned to generator sites are to advise the DCRC of any refueling requirements.

3. Director, Operations Branch.

a. Destructive Weather Condition IV.

(1) Liaison with Maintenance & Repair Branch to ascertain the status of generators and personnel.

(2) Liaison with the Assistant Chief of Staff, Facilities and provide information on the status of generators.

(3) Coordinate the availability of refueling support with the AC/S Logistics.

b. Destructive Weather Condition III. Advise the AC/S Facilities when all generator assets identified in TAB A have been positioned.

c. Destructive Weather Condition II (As DCRC).

(1) Coordinate the serviceability and maintenance of generators at emergency locations utilizing generator personnel provided by the Maintenance & Repair Branch.

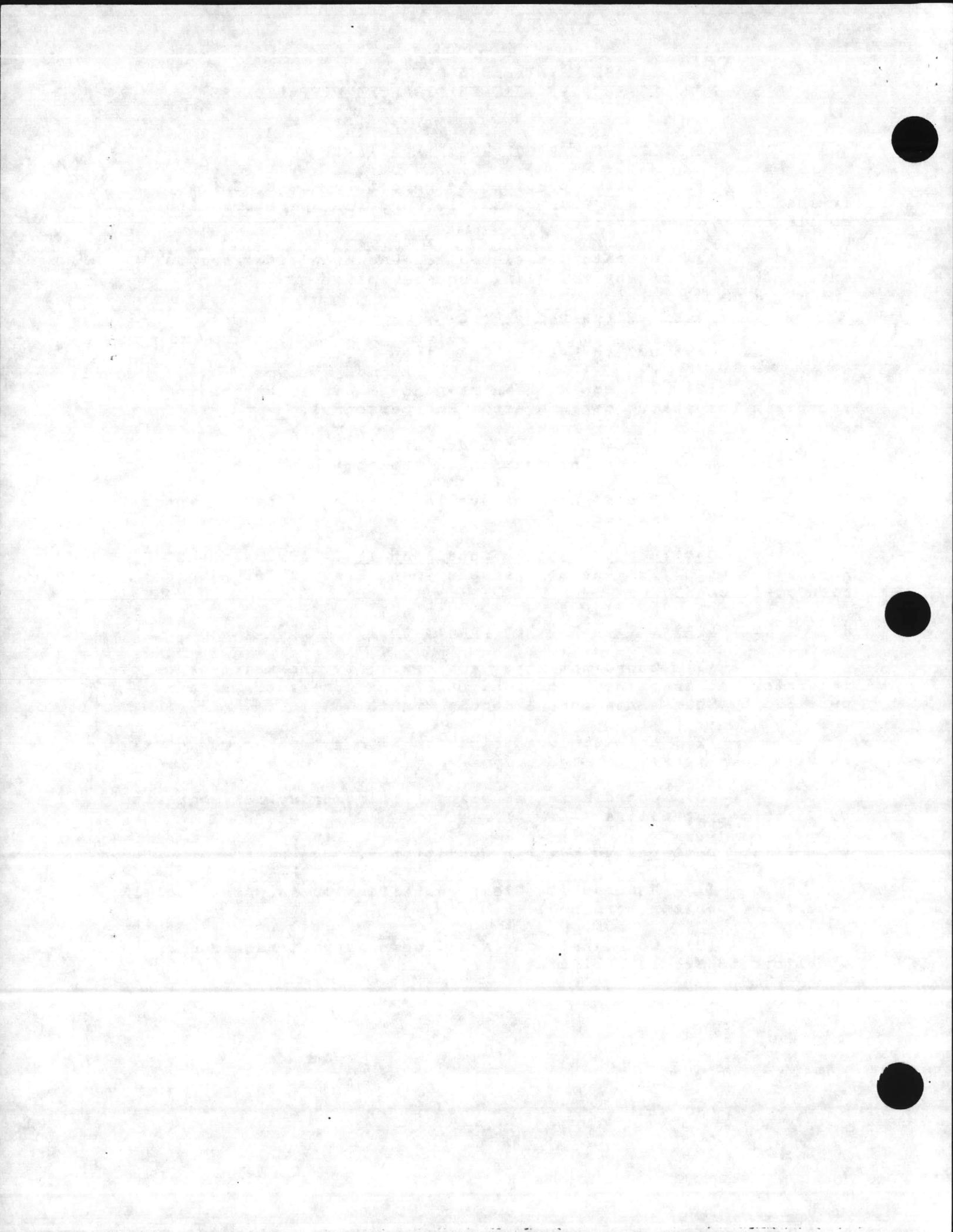
(2) Maintain communication with generator personnel at site locations.

(3) Coordinate refueling requirements when requested by generator operators.

d. Destructive Weather Condition V.

(1) Ensure 'All Clear' notification is passed to all generator operator personnel.

(2) Coordinate any stand down support required by operators to secure equipment.



**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB A (Portable Generator Requirements) to APPENDIX D (Emergency Power Plan).

<u>Building</u>	<u>Use</u>	<u>Supplier</u>	<u>Size</u>	<u>Emergency Power Switch Installed</u>
9	Messhall	BMAIN	200 KW	Yes
15	Clinic	BMAIN	200 KW	Yes
24	Communications	BMAIN	60 KW	Yes
40	Emergency Shelter	BMAIN	150 KW	Yes
521	Messhall	BMAIN	200 KW	Yes
797-9	Emergency Shelter	BMAIN	100 KW	Yes
1002	Fuel Farm	BMAIN	30 KW	Yes
AS-414	Commissary	BMAIN	200 KW	Yes
AS-4012	Messhall	BMAIN	200 KW	Yes
FC-300	Headquarters	BMAIN	60 KW	Yes
M-167	Communications	BMAIN	60 KW	Yes
M-424	Messhall	BMAIN	60 KW	Yes
PT-5	Communications	BMAIN	60 KW	Yes
SH-8	Security	BMAIN	60 KW	Yes
54	TSD	2dMarDiv	60 KW	Yes
417	Hq 2dEngrBn	.	30 KW	Yes
G-640	Messhall	.	200 KW	No
M-128	Clinic	.	100 KW	Yes
M-129	Emergency Shelter	.	30 KW	Yes
M-303	Fire Station	.	30 KW	Yes
59	Hq 2d FSSG	2d FSSG	100 KW	Yes
60	Hq 2d FSSG	.	100 KW	Yes
1400	Fire Station	.	30 KW	Yes
2600	Fire Station	.	30 KW	Yes
FC-303	Messhall	.	200 KW	Yes
FC-312	Clinic	.	30 KW	Yes
FC-313	Clinic	.	100 KW	Yes
LCH-4022	Fire Station	.	30 KW	Yes
TT-60	Emergency Shelter	.	100 KW	Yes
125	Hq 6th MEB	6th MEB	100 KW	Yes
127	Hq 6th MEB	.	100 KW	Yes
BB-2	Emergency Shelter	MCES	30 KW	Yes
BB-7	Messhall	MCES	2-100 KW	Yes
BB-8	Fire Station	MCES	30 KW	Yes
BB-10	Clinic	MCES	30 KW	Yes
BB-28	Hq MCES	MCES	60 KW	Yes
BB-69	Communications	MCES	60 KW	Yes

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB A (Portable Generator Requirements) to APPENDIX D (Emergency Power Plan).

<u>Building</u>	<u>Use</u>	<u>Supplier</u>	<u>Size</u>	<u>Emergency Power Switch Installed</u>
RR-3	Messhall	MCES	200 KW	Yes
RR-6	Fire Station	MCES	30 KW	Yes
RR-8	Emergency Shelter	MCES	30 KW	Yes
RR-11	Clinic	MCES	30 KW	Yes

Marine Corps Air Station/Camp Geiger

AS-202	Gymnasium (Emergency Shelter). Double throw switch. Generator has to be hooked up. Minimum 30 KW 120/208 volts.			
AS-224	Telephone Exchange. Double throw switch. Generator has to be tied to main panel. Minimum 60 KW 120/208 volts.			
AS-226	Mess Hall. No double throw switch. Generator has to be tied to main panel. Minimum 100 KW 120/208 volts.			
AS-240	Theater (Emergency Shelter). Double throw switch. Generator has to be hooked up. Minimum 60 KW 120/208 volts.			
AS-502	Fire Department. Double throw switch. Generator has to be hooked up. Min 60 KW 120/208 volts			
AS-820	Headquarters. Double throw switch. Generator has to be hooked up. Min 30 KW 120/208 volts.			
AS-3526	Sewage Lift Station. Double throw switch. Generator has to be hooked up. Min 10 KW 120/208 volts.			
AS-4012	Mess Hall. Double throw switch. Generator has to be hooked up. Min 150 KW 120/208 volts.			
AS-4038	Enlisted Club (Emergency Shelter). Double throw switch. Generator has to be hooked up. Min 60 KW 120/208 volts			
AS-4147	Sewage Lift Station. Double throw switch. Generator has to be hooked up. Min 30 KW 120/208 volts.			
TC-364	Fuel Farm. Double throw switch. Generator has to be hooked up. Min 30 KW 120/208 volts.			
TC-701	Fire Department. Double throw switch. Generator has to be hooked up. Min 60 KW 120/208 volts.			
TC-704	Headquarters. No double throw switch. Generator has to be hooked up to panel inside bldg. Min 30 KW.			
TC-705	Headquarters. No double throw switch. Generator has to be hooked up to panel inside bldg. Min 30 KW.			
TC-755	Telephone Exchange. Double throw switch. Generator has to be hooked up. Min 60 KW 120/208 volts.			
TC-1500	Delalio School (Emergency Shelter). Double throw switch. Generator has to be hooked up. Min 60 KW 120/208 volts.			

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB B (Facilities with Permanently Installed Generators) to
APPENDIX D (Emergency Power Plan).

<u>Building</u>	<u>Facility Use</u>	<u>Generator</u>	<u>Operator Responsibility</u>
1	Base Headquarters	100 KW	BMO (M&R)
2 (353)	Headquarters (Generator in Bldg 353)	200 KW	BMO (M&R)
20	Water Trmt Plt	175 KW(480V)	BMO (Util)
20	Water Trmt Plt	175 KW(240V)	BMO (Util)
22	Sewage Plant	400 KW	BMO (Util)
1202	Base Maintenance	60 KW	BMO (Util)
1700	Boiler Plant	30 KW	BMO (Util)
1761	Sewage Lift Station	15 KW	BMO (Util)
1776	Sewage Lift Station	45 KW	BMO (Util)
1948	Sewage Lift Station	15 KW	BMO (Util)
2100	Sewage Lift Station	45 KW	BMO (Util)
2633	Sewage Lift Station	15 KW	BMO (Util)
AS-110	Water Trmt Plant	300 KW	BMO (Util)
AS-122	Provost Marshal	10 KW	BMO (M&R)
AS-131	Well House		BMO (Util)
AS-190	Well House		BMO (Util)
AS-191	Well House		BMO (Util)
AS-203	Well House		BMO (Util)
AS-238	Sewage Lift Station	30 KW	BMO (Util)
AS-239	Sewage Lift Station	30 KW	BMO (Util)
AS-302	Branch Clinic	30 KW	BMO (M&R)
AS-414	Commissary		BMO (M&R)
AS-427	RATCF		BMO (M&R)
AS-504	Taxiway Lights	150 KW	BMO (M&R)
AS-607	Sewage Lift Station	30 KW	BMO (Util)
AS-629	Sewage Lift Station	45 KW	BMO (Util)
AS-711	Homer Site		BMO (M&R)
AS-804	Communications	75 KW	BMO (M&R)
AS-822	Communications	100 KW	BMO (M&R)
AS-839	Radar Site		BMO (M&R)
AS-840	Operations		BMO (M&R)
AS-843	Operations	30 KW	BMO (M&R)
AS-867	Sewage Lift Station	30 KW	BMO (Util)
AS-903	Transmitter		BMO (M&R)
AS-1001	Sewage Lift Station	15 KW	BMO (Util)
AS-2008	Sewage Lift Station	15 KW	BMO (Util)
AS-3000	TACAN Bldg		BMO (M&R)
AS-3538	Communications		BMO (M&R)
AS-3601	Radar Site		BMO (M&R)
AS-3620	Runway Lights		BMO (M&R)
AS-4143	Sewage Lift Station	45 KW	BMO (Util)
AS-4151	Boiler Plant	310 KW	BMO (Util)
G-770	Dispensary		BMO (M&R)

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

TAB B (Facilities with Permanently Installed Generators) to
APPENDIX D (Emergency Power Plan).

<u>Building</u>	<u>Facility Use</u>	<u>Generator</u>	<u>Operator Responsibility</u>
BA-116	Sewage Lift Station	7.6 KW	BMO (Util)
BA-129	Bridge	60 KW	BMO (M&R)
BA-160	Sewage Plant	30 KW	BMO (Util)
BB-1	Sewage Lift Station	30 KW	BMO (Util)
BB-204	Sewage Lift Station	30 KW	BMO (Util)
FC-203	Sewage Lift Station	30 KW	BMO (Util)

NOTE: A complete listing of generator assets provided by other activities is contained in Appendix D to the Marine Corps Base Disaster Preparedness Manual.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

APPENDIX E

SNOW REMOVAL PLAN

A. GENERAL. Snowstorms and ice storms present a threat of damage and the disruption of normal operations. Because of the peculiarity of snowstorm/ice storm development in this area supplemental guidance/special instructions are provided in this Appendix.

B. SNOW CONDITION DEFINITIONS. Definitions of the various snow conditions are contained in paragraph 1002.3 of this SOP.

C. PURPOSE. To provide supplemental guidance and procedures to be followed upon implementation of Snowstorm Condition III or lower.

D. RESPONSIBILITIES.

1. Director, Maintenance and Repair Branch.

a. Snowstorm Condition IV. Review status of snow removal equipment and material, and ensure its availability.

b. Snowstorm Condition III.

(1) Identify essential personnel and prepare rosters of snow plow, grader, and scoop loader operators subject to recall. Ensure that the Night Foreman/Duty NCO have updated rosters.

(2) Stage two trucks loaded with sand and equipped with sand spindles at Building 1114 and 738 (pick up sand at Building 45).

(3) Stage two motor graders at Building 45, two motor graders at Building 738 and one motor grader at Building AS-121.

(4) Stage five 4-wheel drive vehicles for rescue/transportation of essential civilian personnel, as needed, behind Building 1202.

(5) Stage two 50lb bags of deicing compound at Building 1202 (Night Duty Equipment area).

c. Snowstorm Condition II.

(1) Retain essential personnel if Condition II is called during duty hours. Initiate call back during non-duty hours.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

(2) Ensure that one mobile radio and sufficient maps and instructions are issued to each driver for snow removal priority.

(3) If there is any significant accumulation of snow during Condition II and, when directed by the DCRC, commence snow clearing operations.

(4) When directed by the DCRC, commence sanding operations of the bridges and overpasses noted in paragraph E.1. below.

(5) Based on snow conditions during Condition II, spread deicing compound around main entry ways of the major command headquarters buildings.

(6) Accomplish any other actions as directed by the DCRC.

d. Snowstorm Condition I.

(1) When directed by the DCRC, commence snow removal operations. Snow plow operators are to notify the DCRC by radio immediately upon the clearing of a priority route.

(2) When directed by the DCRC, commence sanding operations of the bridges and overpasses noted in paragraph E.1. below.

(3) As required, spread deicing compound around main entry ways of the major command headquarters buildings.

(4) Secure from operations if conditions pose significant hazard to operators.

e. Snowstorm Condition IV (All Clear).

(1) Continue snow clearing and sanding operations as required.

(2) Prepare after action reports as required in Appendix A.

2. Director, Operations Branch.

a. Snowstorm Condition III.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

(1) Coordinate with the AC/S Facilities and the units noted below for availability of engineer support equipment.

<u>Unit</u>	<u>Telephone</u>	<u>Item</u>
Marine Corps Engr School	7521, 7570	Graders
2nd Engr, S-4	3704, 3940	Graders, Dump trucks
8th Engr, S-4	1693, 1697	Graders, Dump trucks

(2) Ensure that sufficient hand-held radios are available for issue to snow removal augmentation personnel.

b. Snowstorm Condition II (as DCRC).

(1) Coordinate call back of essential personnel if Branch Heads/Night Foreman has not already done so.

(2) Request PMO assistance in providing up-to-date road conditions.

(3) Direct snow removal equipment to begin snow clearing of designated areas and sand spreading operations on key bridges if snow accumulation during Condition II warrants it.

c. Snowstorm Condition I.

(1) Direct snow removal equipment to begin snow clearing of designated areas and sand spreading operations on key bridges.

(2) Maintain radio communications with equipment operators to ensure up-to-date road clearing status.

(3) Coordinate recovery of personnel in stranded vehicles as required.

(4) Direct operators to secure from operations if conditions pose significant hazard to operators.

d. Snowstorm Condition IV.

(1) Initiate call back of replacement relief personnel as necessary, and as highway conditions allow.

(2) Coordinate the preparation of after action reports required by Appendix A.

E. PRIORITY AREAS FOR SANDING AND SNOW REMOVAL.

1. Sanding.

a. Inbound and outbound bridges on Holcomb Boulevard.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

- b. U. S. Naval Hospital ramp.
- c. Spring Creek bridge and Wallace Creek bridge on Seth Williams Boulevard.
- d. Onslow Beach bridge on Beach Road.
- e. Freeman's Creek bridge on Highway NC 172.
- f. Main Gates as follows:
 - (1) Main Gate located on Holcomb Boulevard.
 - (2) Sneads Ferry gate located on Highway NC 172.
 - (3) Triangle Outpost Gate located on Highway 172.
 - (4) Main Gate, Camp Johnson located on Lejeune Boulevard.
 - (5) Main Gate, Camp Geiger located on Highway 17.
 - (6) Main Gate, MCAS located on Curtis Road.
 - (7) Main Gate at the Rifle Range.

1. Snow Removal (Marine Corps Base).

a. Priority 1A.

- (1) Brewster Boulevard from Holcomb Boulevard to Emergency Room and front entrance of the Naval Hospital.
- (2) Holcomb Boulevard from Highway NC 24 to Building 2 (incoming and outgoing lanes).

b. Priority 1B. Main Traffic Circle to Autumn Oval, continue to Brewster to Stone Street, down Stone Street to Main Service Road. Turn around and retrace route to Virginia Dare. Take left on Virginia Dare, make a loop around PMO and back to Main Service Road.

c. Priority 1C.

- (1) Julian C. Smith Road from Hospital Point to the Sewage Treatment Plant.
- (2) Birch Street from Holcomb Boulevard to East Street; right on East Street to Dogwood; right on Dogwood Street to Holcomb Boulevard; turn around and retrace route.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

d. Priority 2A.

- (1) Building 1 parking lot.
- (2) Building 2 parking lot.
- (3) Sneads Ferry Road from Holcomb Boulevard to Main Service Road.
- (4) Butler Drive from Building LCH-4014 to Highway NC 24 West (Midway Park).
- (5) Butler Drive from Building LCH-4014 to Highway NC 24 East (Midway Park).

e. Priority 2B.

- (1) Tarawa Boulevard from Highway 24 entrance of TT-1 to Highway 24 entrance of TT-2.
- (2) Bougainville Drive from Tarawa Terrace Boulevard to Tarawa Terrace Boulevard.
- (3) West Peleliu Drive to East Peleliu Drive.

f. Priority 2C.

- (1) Knox Road from Highway NC 24 to Florence Road.
- (2) Florence and Boston Roads from Knox Road.
- (3) Montford Landing Road to Harlem Drive.
- (4) Harlem Drive from Montford Landing Road to Rochester Drive.
- (5) Rochester Drive from Harlem Drive to Montford Landing Road.

g. Priority 3.

- (1) Sneads Ferry Road from Main Service Road to Beach Road.
- (2) Beach Road from Sneads Ferry Road to Second Reconnaissance Battalion.
- (3) Marines Road from Sneads Ferry Road to Court-house Bay.

**BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS**

(4) Lyman Road from Sneads Ferry Road to Triangle Outpost Gate.

(5) Highway 172 from Triangle Outpost Gate to Sneads Ferry Gate.

(6) Range Road from Dixon/Sneads Ferry Road to Rifle Range, Building RR-38.

3. Snow Removal (MCAS).

a. Priority 1.

(1) Curtis Road from Main Gate to Building AS-843 (includes access to AS-840).

(2) Foster Boulevard from Geiger Main Gate up Seventh Street to 'F' Street (clear access to dining facility, G-640 and the dispensary, G-770).

(3) Sixth Street from 'F' Street to Camp Geiger Main Gate.

(4) Intersection of 'A' Street and Sixth Street, down 'A' Street to Curtis Road.

(5) White Street from Curtis Road to Schmidt Street, down Schmidt Street to Building AS-4030.

(6) Intersection of Schmidt and White Streets down White Street to Building AS-4108.

(7) Campbell Street from White Street to McAvoy Street.

(8) Campbell Street to Building AS-504 (clear an access from the west end of the hanger to an emergency helipad (150'x150') approximately 200 feet from the hanger).

b. Priority 2.

(1) McAvoy Street from Campbell Street to Grier Street (MOQ area).

(2) Grier Street to Baxter Street (include all of Baxter Road).

(3) Longstaff Road from Curtis Road through the MOQ's.

(4) Flounder Road from Curtis Road to Bldg AS-705.

BASE MAINTENANCE DIVISION
SOP FOR DESTRUCTIVE WEATHER/DISASTER PREPAREDNESS

APPENDIX F

THREAT CONDITIONS

A. PURPOSE. These threat conditions describe progressive levels of terrorist threats to Camp Lejeune. Responsibility for promulgation of threat levels rests solely with the Commanding General and is based upon recommendations from the Physical Security Council and other security intelligence sources.

B. THREAT CONDITIONS.

1. THREATCON ALPHA: This condition applies when there is a general threat of possible terrorist activity against installations and personnel, the nature and extent of which are unpredictable, and when the circumstances do not justify full implementation of the measures of THREATCON BRAVO. However, it may be necessary to implement certain selected measures from higher threatcons as a result of intelligence received or as a deterrent. The measures in this threatcon must be capable of being maintained indefinitely.

2. THREATCON BRAVO: This condition is declared when an increased and more predictable threat of terrorist activity exists, even though no particular target has been indentified. The measures in this threatcon must be capable of being maintained for weeks without causing undue hardship, affecting operational capability and aggravating relations with local authorities.

3. THREATCON CHARLIE: This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action against installations and personnel is imminent. Implementation of this measure for more than a short period will probably create hardship and will affect the peacetime activities of the unit and its personnel.

4. THREATCON DELTA: This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally, this threatcon is declared as a localized warning.

